



United States Tennis Association – Kentucky
8900 Greenway Commons Place, Suite 101
Louisville, KY 40220

JOB DESCRIPTION

JOB TITLE: USTA Tri-Level League Promotions and Coordinator
(contract position)

REPORTS TO: State League Coordinator

DATE: June 16, 2008

SUMMARY OF THE POSITION'S PURPOSE

The Contractor position will increase the participation of the USTA Tri-Level League through marketing this program to new and existing tennis players. The Contractor will promote, expand, coordinate, and supervise USTA Tri-Level League Tennis in their designated area.

MINIMUM QUALIFICATIONS

- Must have good organizational skills and have the ability to work independently as well as collaboratively.
- Be a team player with strong interpersonal and customer service skills.
- Must have internet access and a working knowledge of basic computer skills including Microsoft Word and Excel.

CORE RESPONSIBILITIES AND DUTIES

- Develop a marketing plan to promote USTA Tri-Level League tennis prior to the start of each season. Marketing materials will be provided by USTA Kentucky.
- Distribute materials relevant to the administration of the league program, including but not limited to:
 - Local League Regulations
 - Policies for court facilities and contact information
 - Promotional literature
- Work with USTA Kentucky to prepare and submit to USTA Kentucky State League Coordinator (SLC) a monthly report to include the status of all established goals.

GENERAL RESPONSIBILITIES

- Promoting the growth of tennis through the USTA Tri-Level League.
- Act as a liaison between the SLC/USTA Kentucky Office and your local leagues.
- Work with and negotiate cost for use of courts through the Parks and Recreation Departments, Tennis Facilities and Clubs.
- TennisLink software administration, including scheduling matches and maintaining progress of league play.
- Communicate league regulations, dates and deadlines to all team captains through a scheduled captain's meeting.
- Demonstrate a consistently positive, enthusiastic and constructive attitude.
- Provide courteous, respectful and prompt service to all colleagues and customers.
- Prioritize and address requests and assignments professionally and in a way that helps develop cooperative relationships throughout the tennis community.
- Abide by USTA Kentucky's Code of conduct, policies and office procedures.
- Identify opportunities and recommend ways to promote tennis, improve service and use resources efficiently.

Interested candidates should contact Kathy Klein at kklein@kentuckytennis.com or (502) 491-1290, toll free (888) 582-8674