



RALEIGH • TENNIS • ASSOCIATION

RTA Growth Development Coordinator

Report to: Raleigh Tennis Association Executive Director

The Growth Coordinator will be an individual who loves tennis, is familiar with and energetic about the sport and has a passion for introducing and the sport to the community.

The ideal candidate will be a team player, willing to work some weekends, have excellent interpersonal and organizational skills, and have a sound knowledge of tennis and a passion for the game.

Objectives:

- To promote tennis in Raleigh.
- To assist in the development, coordination and expansion of new and existing ways of playing organized tennis through Parks and Recreation Depts., colleges and private clubs plus any other avenue for growth.
- Find Innovative ways to grow tennis going forward
- To assist in the administration of all growth programs
- To work closely with new players and encourage participation into Try Play 2.0/2.5 and other USTA Leagues

Try Tennis Program & Pathway Responsibilities

- Coordinate and administrate all aspects of the Try Tennis Program
- Secure Try Play Days & Sessions
- Work with local host to make sure they are supplied with all equipment and marketing material
- Assist the Try Tennis Task Force with new ideas and new sites
- Assist with website changes
- Assist the host sites with transitioning the Try Tennis players from the sessions to existing leagues
- Work with the LLC's and Host Sites/coaches to keep them informed on sessions and working with them to transition to established follow up leagues
- Maintain database for retention purposes
- Work with staff and statewide volunteers on innovative ways to implement tennis
- Assist any other staff member with tasks as requested

Summary of Responsibilities:

- Market and promote the USTA league to Raleigh area facilities, including private clubs, young professionals groups, public parks, bar establishments, etc.
- Coordinating of all logics planning in all Raleigh growth programming
- Work with the Promotions staff to update website and develop promotional materials
- Set-up and manage programs online using the Tennislink registration system and any software programs used by the RTA
- Assist captains and participants with registration

- Recruit captains and players for leagues and Try Tennis
- Secure match facilities or establishments and create schedules.
- Understand and implement the USTA rules, regulations, and guidelines
- Event planning for any pre-and post-league events and attend events to promote leagues
- Develop new league and assist RTA in expanding existing programs
- Respond to e-mail/telephone inquiries in a timely fashion
- Work closely with RTA staff and RTA Board representatives to provide consistent communications and program updates
- Attend RTA Board Meetings
- Facilitate informational meetings for captains and players as needed
- Maintain equipment for programming and set-up at venues
- Submit budget and calendar of play to the ED for approval
- Other duties as assigned from time to time by the Executive Director

Qualifications

- Strong Computer Skills. Working Knowledge of Microsoft Excel and Access
- Good organizational skills
- Proven ability to plan, manage and execute multiple tasks simultaneously and on a deadline
- Strong customer service skills
- Positive demeanor and a proven customer service orientation
- Ability to communicate clearly and concisely, both orally and in writing
- Must have a valid drivers license
- Must have the ability to drive around to various event locations throughout the state and the flexibility of schedule to do so as needed
- A love of tennis is required and a demonstrated background in tennis is preferred