

JOB DESCRIPTION
USTA Southern California LEAGUE TENNIS - AREA LEAGUE COORDINATOR

Position Title: USTA/SCTA League Tennis – Area League Coordinator – Los Angeles Area
This is an Independent Contractor Position

Purpose of the Position: To coordinate and manage the USTA Southern California Adult League Tennis program in the Los Angeles area.

Time Commitment: Varies. Dependent the number of leagues offered.

SCTA Main Contact: Section League Coordinator

Qualifications:

- Current Member of USTA
- Strong computer skills and knowledgeable of the Tennis Link System
- Experience as a League Captain and/or player
- Strong organizational, written and oral communications skills.
- Working knowledge of the USTA Southern Cal League Tennis Program Regulations.
- Knowledge of local tennis facilities and general understanding of their operation.

Responsibilities:

- Manage all aspects of the USTA/SCTA League programs within the LA Area
- Develop and publish Local League Match Schedules, adhering to USTA/SCTA Guidelines
- Develop and administer Local Area Policies in accordance with the USTA National and SCTA Regulations.
- Recruit and train team captains, local league coordinators (LLC) and local volunteers necessary to run a successful program.
- Organize and conduct captain's meetings at the beginning of each season and to provide and distribute USTA/SCTA League Tennis materials and Captains Gifts
- Identify and resolve local leagues issues, keeping the SLC informed

- Perform administrative duties that include:
 - Identify Local League Winners (LLW) in Tennislink after each season
 - Assist at Section Playoffs and/or Sectionals
 - Develop a working relationship with the media, local clubs and CTA's in order promote and grow the USTA/SCTA League Tennis program.
 - Attend the Annual Area League Coordinator's meeting and participate in conference calls and training.
 - Provide guidance to local captains and players of the Section and National League Regulations

Benefits:

- Identify as a tennis leader in the community by being associated with the country's largest recreational tennis league with over 800,000 participants nationwide.
- Commissions of \$7.00 per player paid in accordance with the Independent Contractor Contract
- Opportunity to expand tennis participation from grass roots to the advanced level and participate

Interested parties should send a cover letter and resume to:

Ali Ordonez, Section League Coordinator
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FAX: 310-824-7691
US MAIL: Southern California Tennis Association
Attention: Ali Ordonez
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