



## Job Description

**Position Title:** Adult Tennis Coordinator

**Reports to:** Executive Director

**Job Type:** Part-Time Employee

**Job Announcement:** Since 1991, Saint Paul Urban Tennis has provided tennis and education programming for underserved youth in St. Paul, Minnesota. We use tennis as a vehicle for creating positive change in the lives of young people and are seeking a highly motivated **Adult Tennis Coordinator** to help our growing nonprofit expand adult program offerings. We currently offer a mix of adult tennis lessons and drills delivered in Saint Paul parks, as well as coordinate a growing World Team Tennis league. These fee-based adult programs help to support our youth development efforts as a non-profit. **Interested candidates should send a cover letter and resume by March 10 to Becky Cantellano at [becky@urbantennis.org](mailto:becky@urbantennis.org).**

**Purpose of Position:** Reporting to the Executive Director, the Adult Tennis Coordinator is responsible for the design, staffing, evaluation and scaling of our adult tennis programs. SPUT currently offers a mix of adult tennis lessons, drills and a Recreational World Team Tennis league. The Adult Tennis Coordinator will oversee tennis instructors assigned to deliver programs in the parks, ensuring that program delivery is high quality and consistent with tennis industry standards. In addition, this person will be responsible for coordinating and enhancing the World Team Tennis league.

### Key Objectives:

1. Tennis Programming in the Parks
  - a. Plan and manage all adult tennis programming for spring, summer, and fall outdoor seasons.
  - b. Work with SPUT Director of Tennis to secure tennis courts and equipment for all adult programs.
  - c. Oversee the recruitment, selection, scheduling, and development of all tennis instructors working within our adult programs.
  - d. Manage the adult tennis programming budget, ensuring that revenue targets are met annually.
    - i. Secure corporate sponsorships for specific programs, events, and sites.
    - ii. Recommend program fee increases as needed.
    - iii. Recommend hourly wages for coaching staff.
  - e. Develop curriculum to support consistent and high quality program delivery.
2. Recreational World Team Tennis League
  - a. Coordinate and oversee all aspects of the Twin Cities World Team Tennis league.
  - b. Organize a captains meeting to launch each season and go over rules and regulations.
  - c. Negotiate contract with tennis facility (currently Baseline Tennis Center) to provide courts for the WTT league.
  - d. Work with National Director of Mylan WTT to secure necessary licensing and educate teams on requirements for advancement to WTT Nationals.
  - e. Work with Director of Tennis Programming to execute a marketing and communications plan to promote adult programs.
  - f. Manage WTT registration, scheduling, and score entry.
  - g. Ensure that WTT teams receive timely communication regarding weather cancellations and other news, helping to facilitate the rescheduling of any cancelled matches.
  - h. Evaluate and work to improve customer experience and grow the league each year.

### Qualifications:

- At least 3 years' experience in the tennis industry
- Excellent verbal and written communication skills
- Strong project management skills, with previous experience managing complex, multi-faceted projects resulting in measurable successes and program growth
- Extremely organized with exceptional attention to detail

- Extensive computer skills, including intermediate or higher level proficiency with Microsoft Office (Excel, Power Point, Word, Publisher)
- Proven ability to work unsupervised, and make decisions and solve problems independently, effectively, and creatively
- Strength in hiring, recruiting, managing, developing, and retaining individuals and teams
- Personal qualities of integrity, credibility, and a commitment to and passion for tennis

**Time Commitment:** Anticipated time commitment is 5-10 hours per week from March thru October for planning and execution of programming. There is an opportunity to pick up additional hours if interested and qualified to also serve as an on-court tennis instructor for adult programs.

**Compensation:** A competitive hourly wage is offered for this position.