



Greater Portland Junior Team Tennis Area League Coordinator Job/Internship Description

Work with Community Relations Manager to promote and grow the league in Greater Portland March – August.

The league is set-up and marketed March – June. The league starts in late June, and ends in early August. The time commitment for the league coordinator averages 6-8 hours per week throughout this time frame.

Responsible for marketing in the leagues geographic area, and overseeing operations of the league once it starts.

The league coordinator needs to be present at matches, and is responsible for knowing and communicating league rules to team coaches/captains, and players if necessary.

Learn online registration system (Tennislink) for Jr. Team Tennis. Training provided by local USTA Community Relations Manager, and/or USTA on-line tutorials/training.

Secure court time for league play through local recreation departments, set-up and schedule league matches on Tennislink.

Help recruit coaches, teams, and volunteers to help them in the administration of the league, and possibly with the state championships.

Responsible for working/communicating with team Coaches/Captains to ensure they get their team numbers, have players registered, enter scores on Tennislink, and that they are calling opposing coaches 24 hours prior to matches with any roster issues etc.

Encourage current and potential parent/volunteer coaches to attend a Recreational Coaches Workshop.

Additional Details:

League Coordinator Receives a Stipend

Coordinator must be detail orientated, proactive, be a leader, and have the ability to communicate effectively in writing and comfortable presenting to small groups.

Any Prior League/Program Coordination desired, but also not required.

General Knowledge of Tennis required.

Send letter of interest and a resume to USTA Community Relations Manager, Eric Driscoll at driscoll@newengland.usta.com, or call with questions at 207-232-6925.