

USTA Arkansas Programs Coordinator

Are you a tennis advocate with a knack for orchestrating seamless programs and a passion for community outreach? We are looking for a high-energy professional who can balance the precision of administrative management with on-court leadership. If you thrive on coordinating complex schedules, empowering local organizers, and driving the growth of tennis across the state, USTA Arkansas wants you.

Programs You'll Work With:

- Adult League
- Adult Tournaments
- Adult & Junior State Tournaments
- Adult Beginner Programs (Tennis Apprentice, Tennis Challenger, Second Serve)
- Social Leagues, Corporate Leagues
- Assist with Junior Programs

Providers You'll Work With:

- Tennis Directors & Professionals
- Captains/Players
- Community Tennis Associations (CTAs)
- Parks & Recreation Departments
- Local Businesses

What You'll Do:

As the Programs Coordinator, a good portion of your time will be spent coordinating administrative duties related to our Adult USTA League Programs, Social Leagues, and Adult Beginner Programs.

More specifically, you will:

- Assist the State League Coordinator in managing the Adult Team Tennis Program
- Help plan and work the Adult League State Championships
- Establish a good relationship with providers, and share information about our programs
- Manage the Adult Beginner programs and social leagues throughout the state
- Assist with captaining Adult League teams
- Sanction Adult Tournaments
- Other duties assigned by the Executive Director

To succeed in this role, you should be proficient with Excel and Google Spreadsheets to track statewide program metrics and player registrations without breaking a sweat. We need not just a tennis enthusiast; we need a communicator who is as comfortable presenting in a boardroom as they are engaging with players on the court.

The Essentials:

- **Operational Excellence:** You possess the ability to manage multiple deadlines and overlapping programs concurrently.
- **Statewide Mobility:** You're ready to hit the road, bringing a positive demeanor and top-tier customer service to every corner of Arkansas.
- **Industry Expertise:** Possesses an understanding of USTA Programming and a genuine drive to expand the sport.
- **Professionalism & Safety:** A Bachelor's degree is strongly preferred, and you must be a current USTA member. To ensure a safe environment for all, completing the USTA Safe Play Program is a mandatory step upon joining our team.
- **Adaptability:** Since tennis doesn't always happen 9-to-5, a flexible schedule is key to supporting our events when they matter most.

Some Additional Information For You!

Position Type and Expected Hours of Work:

This is a full-time, in-office, exempt position. Typical days and core hours of work are Monday through Friday, 9:00 AM to 4:00 PM, but hours outside of the typical days and core business hours are required. In this position, there is evening and weekend work.

Travel:

The position requires travel, including but not limited to meetings, tournaments, events, and workshops within the state of Arkansas and occasionally out-of-state, including on nights and weekends.

Supervisors:

This position reports to the Executive Director & Adult State League Coordinator.

Other Duties:

This position description is not a comprehensive listing of all activities, duties, or responsibilities required. Duties, responsibilities, and activities may change at any time, with or without notice, at the discretion of USTA Arkansas.

Have questions? Please reach out to the USTA Arkansas Executive Director, Deanna Garretson. To apply, please send a cover letter and resume to deanna@arktennis.com.