



INTERMOUNTAIN  
IDAHO

*Mike Harvey, Executive Director*

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## **Job Description- Junior Programs Coordinator**

**FLSA STATUS:** Full-Time, Non-Exempt, Hourly Pay

**REPORTS TO:** USTA Intermountain/Idaho Executive Director

**WORK SCHEDULE:** Monday – Friday; Occasional Saturdays and evenings may be required; 30 to 40 hours per week

### **Objectives:**

- Promote tennis in Idaho.
- Oversee the development, coordination and expansion of new and existing programs like TiE (Tennis is Elementary), JTT (Junior Team Tennis), Team Idaho and Tennis Clinics.
- Monitor USTA Intermountain/Idaho tournaments and competition opportunities through Parks and Recreation Depts., organizational members, private clubs, tennis professionals, and other allied groups.
- Communicate with parents, coaches, tournament directors, and committees being proactive in creating opportunities for juniors to participate in tennis activities.

### **Summary of Responsibilities:**

- Monitoring, directing, and working with the section to implement a successful JTT program, ensuring national goals are met.
- Running/Overseeing the TiE program throughout the state. This involves working with elementary schools, churches, boys and girls clubs, etc.
- Responsible for hiring and scheduling contract site directors and instructors, and providing equipment at locations for the junior programs.
- Exercising independent judgment and discretion while working with Tournament Directors and Officials as they formulate and implement the necessary policies.
- Working with parents to complete program registrations through the USTA website.
- **Oversee all Net Generation duties and generating reports, ensuring compliance.**
- Monitor equipment inventory and update TiE equipment as needed.



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- Working with the **TSR** to carry out daily activities associated with tournaments, players and coaches. Help formulate and carry out policies, along with general business processes, to achieve junior dashboard goals for 10 & under Programs, JTT, out of school programs, Junior tournaments 10 & under, and 12 – 18, and other programs required by the USTA Intermountain section.
- Attending USTA meetings and any other meetings that would further develop tournament opportunities; may require travel.
- Implementing Net Generation and Youth Progression programs at the district level.
- Responsible for the Junior Development department marketing.
- Assist with Team Idaho responsibilities.
- Assisting any other staff members with tasks if needed.
- Other duties as assigned.

**Minimum Qualifications**

A teaching and or coaching of youth background is preferred. A tennis playing background is also helpful.

- Strong computer skills, working knowledge of Microsoft Office applications, Google Gmail and Google Docs.
- Good supervisory, leadership, and organizational skills.
- Proven ability to plan, manage and execute multiple tasks simultaneously, while meeting deadlines.
- Positive demeanor and proven customer service skills.
- Ability to communicate clearly and concisely, both orally and in writing.
- Must demonstrate effective communication skills and a willingness to communicate program information to large groups.
- Must have and maintain a valid driver's license.
- Must have a vehicle, commitment, and schedule flexibility to drive around to various event locations throughout the state as needed.
- Able to lift equipment up to 50lbs.

*Disclaimer: This information is intended to describe the general type of work and level of the position. It is not an exhaustive list of all duties and responsibilities required for the position. The Idaho Tennis Association is an Equal Opportunity Employer.*