



San Gabriel Valley Area League Coordinator Job Description

Job Summary:

An Area League Coordinator (ALC) is a part-time employee with USTA Southern California and a member of the Adult Department. He/she is the front-line field representative of his/her designated league area. The ALC will work from a home office and manage all administrative duties pertaining to his/her league area. Some travel to local facilities and sectional events may be required. The primary duty of the ALC is to increase participation in the USTA League program and engage its players and captains.

Primary Duties

- Coordinate and oversee all aspects of the league program within the designated area boundaries. Administrative tasks include, but are not limited to:
 - Generating and publishing local league match schedules
 - Monitoring team defaults, unplayed matches, player eligibility, etc.
 - Identifying Local League Winners for advancement each season
- Develop and administer local league policies in accordance with the USTA National and Section League Regulations.
- Work quickly to identify and resolve local league issues
- Develop comprehensive understanding of USTA National and Section League Regulations
- Recruit and train team captains
- Organize and conduct captain's meetings
- Develop a working relationship with local clubs and community tennis groups to promote and grow National, Section, and local programs
- Assist at Section League Championships
- Participate in coordinator meetings, conference calls, one-on-ones, and trainings
- Manage local league area with integrity and efficiency

Qualifications necessary:

- Proven knowledge of USTA League program and section programs/initiatives
- Previous experience managing and working tennis events
- Focus on customer service
- Ability to travel in a reliable car; Valid CA Driver's license required
- Ability to work nights and weekends as necessary
- Highly motivated, organized, objective, enthusiastic, and a team player

Benefits:

- Paid sick leave
- 401(k) Plan

To Apply please submit a cover letter and resume to Maria Goldberg at goldberg@scta.usta.com