



Job Title: Local League Coordinator (LLC)

Reports To: Dallas Tennis Association's Executive Director, as well as the Vice President of Adult Leagues

FLSA Status: Salaried Exempt

JOB SUMMARY

The LLC is responsible for the successful management of USTA Adult Leagues in Dallas and the surrounding areas. He or she is responsible for the overall success of all the key initiatives of Adult Leagues for the Dallas Tennis Association (DTA). The success of the program is measured by the satisfaction of league participants and captains, financial performance, growth, and compliance of USTA National and Section as well as the DTA's policies and procedures.

Essential Job Functions

- Manage the day-to-day operations of Adult leagues including:
 - Setting the Adult league calendar for the current championship year to be followed.
 - Providing Adult league information, scheduling and post season advancement to Dallas' tennis community.
 - Having a full knowledge of TENNIS LINK with regards to setting up and maintaining (1) League Tree, (2) Team Number assignment, (3) Scheduling and (4) Championship set up.
 - The League Coordinator is also responsible for (1) Managing Weather updates, (2) Score Card editing, (3) Player transfers and (4) Reporting.
- Managing weekend playoff tournaments, to include scheduling courts/sites, umpires, and volunteers.
- Handling communications with captains and players with regards to questions, enforcement, grievances, etc. with USTA Local Rules and Regulations.
- Creating and maintaining financial reports and participation recaps to the Executive Director and Vice President of Adult Leagues monthly. Reporting will include information pertaining to the Adult League participation that will be shared with the Board of Directors to include league results, barriers, participation numbers, strategic decisions, and recommendations.
- Preparing all financial reports including the Year-Over-Year Reports, Profit and Loss Statement and Annual Budgets in conjunction with the VP of Adult Leagues and Finance Director. Annual budgeting is subject to Board of Director approval.
- Determine and submit appropriate league information, direction and coordinating photos for the DTA website and social media.
- Recruit volunteers and provide training for Adult League playoffs, weekend events and other league activities.
- Develop working relationships with the USTA Texas Section and local facilities and tennis pros.
- Attending USTA Texas Section workshops and meetings as required.
- Establish an open line of communications with the USTA Texas Section League Coordinator to make sure that DTA's Adult Leagues are following all rules and regulations.
- Support DTA's development efforts through participation in some of its key initiatives including fundraising, Dallas Tennis Education Academy (DTEA) and Adaptive.
- Responsible for maintaining, developing and creating new opportunities for Dallas USTA Adult Leagues.
- Participate in the DTA League Committee as the staff representative.

Preferred Education, Experience & Skills

- High School graduate, some college preferred
- Strong computer skills using Microsoft Word, Excel
- Social Media experience is preferred

Minimum Required Education, Experience & Skills

- Project Management experience
- Good organizational and interpersonal skills
- Team player
- Ability to work with minimal day-to-day supervision
- Flexible schedule with ability to work some weekends
- Knowledge and interest in tennis, its rules and regulations, and the USTA and the DT community.