

## **Job Description- Community Engagement and Training Coordinator**

**Report to:** Director of Community Development, Outreach and Training

**Objectives:**

1. To promote tennis in North Carolina.
2. Grow and expand the school and extracurricular programming throughout North Carolina.
3. To develop on court training opportunities and assist in carrying them out.
4. To develop and promote other tennis pathway programs through Allied Organizations, Schools, Parks and Recreation Depts., Community Tennis Associations (CTA), private clubs and all other interested parties.
5. To promote and grow awareness of Net Generation

**Summary of Initial Responsibilities:**

1. Coordinate the administration and growth of Net Generation provider & consumer database implementing USTA requirements
2. Work with internal team to actively manage Net Generation provider & consumer database to identify gaps in programming
3. Coordinate and deliver Net Generation/School/Afterschool/Community trainings
4. Develop and sustain relationships with School/Afterschools, Park & Rec Departments, Community Tennis Associations & Community Partners
5. Collaborate with new and underserved communities to establish tennis programming
6. Train, supervise, coordinate and work with volunteers as needed
7. Coordinate the equipment grant program
8. Coordinate efforts with the, Growth Leagues staff, Junior Team Tennis staff and Junior Tournament staff to ensure participants, parents and entities are educated regarding opportunities up and down the pathway.
9. Attend and/or present at Community Outreach events, Special events and conferences
10. Lead/administer on-court activities at events
11. Work with assigned committees to develop & implement initiatives (i.e. newsletter)
12. Other projects and tasks as assigned or as necessary
13. Manage budgets for programs.
14. Perform other duties as from time to time as needed by coworkers or volunteers.

**Minimum Qualifications**

- Strong Computer Skills. Working Knowledge of Microsoft Excel and Access, Outlook and Word.
- Good organizational skills
- Proven ability to plan, manage and execute multiple tasks simultaneously and on a deadline
- Strong customer service skills
- Positive demeanor and a proven customer service orientation
- Ability to communicate clearly and concisely, both orally and in writing
- Must show proven ability of communication skills and a willingness to go before a large group to share program information
- Must have and maintain a valid driver's license
- Must have the ability to drive around to various event locations throughout the state and the flexibility of schedule to do so as needed
- Must show a demonstrated tennis ability of a 4.0 NTRP rating or better
- Must have or be willing to become either USPTA or PTR certified within the first 6 months of employment.
- Must be willing to receive any training the job requires by USTA or any other certifying organization.
- Degree from an accredited college or university required
- EEO employer