



● P. O. Box 8062 ● Fayetteville, NC 28311 ● [capefearregionaltennisfoundation.org](http://capefearregionaltennisfoundation.org)

Position Title: **Local Tennis League Coordinator**

Status: One year contract.

Reports to: Cape Fear Regional Tennis Foundation (CFRTF) Board of Directors

Location: Fayetteville/Pinehurst, NC

**Major Duties:** Recruit league captains and players. Schedule local USTA Leagues and playoffs.

Recruiting:

- Proactively recruit new and returning players for USTA League play.
- Develop new venues and build new leagues for USTA League play.
- Mentor captains and teams. Coordinate grievance committees

Scheduling:

- Partner with facilities on availability and home court assignments.
- Schedule and publish all local USTA League matches in social media.
- Respond to USTA League inquiries surrounding scheduling.
- Coordinate funding with CFRTF Board.

Other:

- Complete all reporting requirements.
- Assist in developing contacts.
- Coordinate closely with the CFRTF Board of Directors.
- Periodic evening and weekend work.

Metrics:

- Number of registered USTA League teams.
- Number of registered USTA League players.
- Survey/Feedback on quality control of programs from participants.
- Feedback from providers/facilities.

**Critical Relationships:** The Local League Coordinator works closely with CFRTF, USTA staff, local Parks & Rec., volunteers, facilities, outside vendors, partners, and the general public.

**Travel Demands:** Travel across assigned area to promote and develop the USTA league program.

Qualifications:

- Strong organizational, communication, and computer skills.
- Commitment to the sport of tennis.
- Knowledge of assigned area, desired not required.
- Ability to work well with others and independently.
- Reliable transportation and valid driver's license.
- Must be able to pass background check.
- Must live in assigned geographic area.

Qualified candidates should submit resume and references to [secretary@capefearregionaltennisfoundation.org](mailto:secretary@capefearregionaltennisfoundation.org)

Complete packet must be received by 5pm November 17th, 2022.