

Junior Programs Chairperson Job Description & Responsibilities

PURPOSE:

- To oversee the effort to promote and develop the growth of tennis for juniors.

TERM:

- Two year term, renewable by mutual decision of the member and the Nominating Committee, subject to Board approval.

QUALIFICATIONS:

- Community oriented
- Self motivated
- Strong leadership skills and interpersonal skills
- Strong organizational skills
- Strong oral and written communication skills
- General understanding of the goals and ideals of CORTA, GTA, STA, and USTA

DUTIES:

- Attend all CORTA Board and Committee meetings (must attend at least 4 of 6 board meetings).
- Act as liaison between Junior Program Coordinator and Board of Directors.
- Chairs the Junior Committee. The Junior Program Committee shall consist of no fewer than five members, including the chairperson.
- Determine frequency of committee meetings and schedule according to needs.
- Work with Junior Programs Committee to provide guidance on league issues, such as development of new and existing programs, scheduling, mentor state championship teams, educate and recruit captains, participate in league award programs, and player ethics and sportsmanship.
- Work with the Junior Coordinator with all USTA Junior Team Tennis leagues including Elementary School, Middle School, High School, Spring, TAUT; Home School programs, Beginner & Intermediate Clinics, Summer Camps, Junior Academy, Teen Council, Junior Scholarship, tournaments, etc.
- Coordination of special events related to junior tennis, such as membership party, Girls Sport Expo, etc.
- Be a contact person for and a representative of the junior program players in regards to suggestions for improvements or changes.
- Perform other responsibilities as assigned by the Board.
- Report to assigned CORTA Officer in Charge each month prior to Executive Committee meeting.
- Review annually the job description and suggest appropriate changes.
- Train elected successor.

"To promote and develop the growth of tennis"