

## **Outreach Chairperson Job Description & Responsibilities**

### **PURPOSE:**

- To oversee the effort to promote and develop the growth of tennis among CORTA Outreach Programs. (TennisWorks in the Parks and TennisWorks in the Schools)

### **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 CORTA Outreach Programs and the Board of Directors.
- Chairs the Outreach Committee. The Outreach Committee shall consist of no fewer than five members, including the Chairperson. The committee is charged with coordinating, developing, and administering the CORTA Outreach program. Suggested committee format: Outreach Chair (board position), Outreach Co-Chair, TennisWorks in the Parks Chair, TennisWorks in the Schools Chair.
- Work with CORTA Outreach Program Committee Chairs and staff to provide guidance on issues, such as the development of new and existing programs, educate and recruit volunteers, participate in award programs, and mentor players.
- Work with the Development Director to oversee the education of local leaders, grant requests and funding, and networking.
- Submit articles for publication in the CORTA newsletter.
- 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.

### **Sub Committee: TennisWorks in the Parks (tennis clinic and mentoring program for disadvantaged youth, ages 5-18)**

- Work with Outreach Chair to determine program dates. (Spring, Summer, Fall); Special sessions may be scheduled upon request by appropriate groups.
- Introduce tennis to players age 5-18 who may not otherwise have the opportunity to play the sport
- Mentor participants by instilling the values of leadership and academic excellence
- Promote healthy lifestyle by providing nutritional refreshments each session
- Provide information on other opportunities to participate in tennis programs; encourage and support TWP players when they participate in other tennis events
- Solicit volunteers to assist with sessions
- Promote the mission of TWP to individuals, businesses and volunteers; encourage contributions and in-kind donations to support the program
- Encourage the educational component of the program (ex. secure guest speakers/mentors, develop reading program, promote essay contest or art projects, etc.)
- Recommend a minimum of 3 members on this sub-committee.

**Sub Committee: TennisWorks in the Schools (in-school clinic and mentoring programs)**

- Work with Outreach Chair to determine program dates. (August - May); Sessions may be scheduled upon request by schools.
- Introduce tennis to school age children in gymnasiums using modified equipment; (Session offered for elementary, middle, and high school classes)
- Mentor participants by instilling the values of leadership and academic excellence
- Promote healthy lifestyle by providing nutritional snacks
- Host fieldtrips to play on regulation courts, when appropriate
- Provide information on other opportunities to participate in tennis programs; encourage and support TWS players when they participate in other tennis events
- Solicit volunteers to assist with sessions
- Promote the mission of TWS to individuals, businesses and volunteers; encourage contributions and in-kind donations to support the program
- Encourage the educational component of the program (ex. secure guest speakers/mentors, develop reading program, promote essay contest or art projects, etc.)
- Recommend a minimum of 3 members on this sub-committee.

*"To promote and develop the growth of tennis"*