

Volunteers Chairperson Job Description & Responsibilities

PURPOSE:

- To coordinate, develop and administer a volunteer based program for CORTA sponsored events.

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 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).
- Chairs the Volunteers Committee. The Volunteers Committee shall consist of no fewer than five members, including the Chairperson. The committee is charged with coordinating, developing, and administering a volunteer based program for CORTA sponsored special events.
- Determine frequency of committee meetings and schedule according to needs.
- Maintain list of current and future volunteer requirements and vacancies.
- Develop and maintain list of all volunteer job descriptions; publicize in volunteer handbook.
- Identify internal and external sources of volunteers.
- Develop plan for recruitment of volunteers (including an incentive program, and maintaining list of volunteer opportunities and needs on the corta.org web site).
- Maintain list of incumbent volunteers and pool of interested candidates.
- Establish training program for volunteers.
- Recruit and schedule volunteers for special events.
- Develop retention plan including a reward program for volunteers.
- Track volunteer hours for recognition, and report stats at Board meetings.
- Submit articles for publication in the CORTA newsletter (i.e. volunteer hours).
- Perform other responsibilities as assigned by the Board.
- Conduct committee self-evaluation at the end of each year.
- 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.

EVENTS:

- Events may include, but are not limited to:
 - TennisWorks in the Parks (March – November)
 - TennisWorks in the Schools (August – May)
 - Annual Membership Appreciation
 - Annual Awards Ceremony
 - Corporate Team Tennis (April/May)
 - Aces & Graces Faith Based Church League (July/August)
- Tournaments may include, but are not limited to:
 - CORTA Winter Chill Junior Satellite (February)
 - CORTA USTA Regional Mixed Doubles 55/65 & Over Invitational (April)
 - Banana Open (April)
 - Junior Banana Open (May)
 - USTA Georgia 40 & Over League State Championships (June)
 - Georgia State Junior Clay Open (June)
 - "Return to Server" Southern NTRP Clay Court Championships (July/August)
 - Burger King Southern 16s (September)
 - USTA Georgia Combo Doubles 55 & Over League State Championships (October)
 - USTA Georgia Combo Doubles 18/40 & Over League State Championships (October)
 - CORTA Junior Championship (October)

"To promote and develop the growth of tennis"