

Junior Programs Chairperson Position Description

PURPOSE:

To promote the growth and development of Junior Tennis; and encourage involvement in Junior Clinics, Leagues, Programs and Tournaments.

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)
- Chairs the Junior Programs Committee. The committee shall include no fewer than five members, including the chairperson. Suggested committee format: Chair (board position), Co-chair and committee members should representing children of various ages and playing levels.
 - Staff liaison to serve ex-officio and shall record the minutes of the meeting.
- Determine frequency of committee meetings and schedule according to need
- Act as liaison between Junior Programs committee and the Board of Directors
- Provide information for inclusion in Meeting Packets
- Report on Committee activity at meetings
- Submit articles for publication in CORTA newsletter, when appropriate
- Perform other responsibilities as assigned by the Board.
- Conduct annual review of position description; suggest appropriate changes to Governance Chair
- Serve as mentor/resource to elected successor.

RESPONSIBILITIES:

- Participate in committee meetings and committee work to help achieve goals by providing thoughtful input into decisions, voicing objective opinions on issues, focusing on the best interests of the association, and work towards fulfilling committee goals
- Study all activities and make recommendations on policies and programs relating to junior tennis.
- Be a contact person for, and a representative of CORTA Junior Programs, for players, parents and captains in regards to suggestions for improvements or changes.
- Provide guidance on instructional programs, league issues, scheduling, mentoring of league teams, education and recruitment of captains, and player ethics and sportsmanship.
- Implement a Captains' Mentoring Program to educate and encourage captains; serve as mentor for new captains/teams; contact new captains to see if they have any questions regarding duties.
- Attend Junior Team Tennis Captains' meetings
- Act as a Junior Programs advocate to assist in marketing programs, leagues and tournaments.
- Assist League Coordinator in contacting lapsed players and encourage their return to league play
- Organize and assist with ball distribution prior to the start of each league.
- Participate in league celebrations and/or award programs.
- Assist with hosting junior programs and special events.
- Work together with other volunteers and staff in the spirit of cooperation and teamwork.

"To promote and develop the growth of tennis"