

Outreach Chairperson Position Description

PURPOSE:

To oversee the effort to promote and develop the growth of tennis among CORTA Outreach Programs. (NJTL/TennisWorks!, Wheelchair Tennis, Ad In Tennis for Special Populations and Special Tennis Games)

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 Outreach Committee. The committee shall include no fewer than three members, including the chairperson. Suggested committee format: Chair (board position), Co-chair and one committee member.
 - 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 Outreach 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:

- Provide guidance on the development of new and existing programs; educate and recruit volunteers; participate in awards events; mentor players; and support athletes in competition.
- Promote and market programs to individuals, businesses, agencies, schools, volunteers and the community; encourage contributions and in-kind donations to support the program. Programs include, but are not limited to:
- **TennisWorks!** a National Junior Tennis Learning (NJTL) Chapter. Provide programming and developmental opportunities to underserved youth age 5-18; upon request sessions may be held for schools and non-profit agencies.
 - Encourage and support the educational component of the program (ex. secure guest speakers/mentors, develop reading program, promote essay contest or art projects, etc.)
 - Mentor participants by instilling the values of leadership and academic excellence
 - Promote healthy lifestyle by providing nutritional refreshments each session
- **Wheelchair Tennis:** Provide programming and developmental opportunities to wheelchair athletes of all ages and backgrounds; upon request, sessions may be held for schools and non-profit agencies. Wheelchair Tennis programs offered include:
 - Skills Clinic – Introductory clinic using trained tennis pros to teach basic skills.
 - Training Program – Clinic to help athletes who aspire to play in tournaments or Special Tennis Games. Classes will focus on drills to improve fundamentals and strokes, as well as rules and etiquette.
 - Work to develop a Wheelchair league.
 - Work to host Wheelchair tournaments.

- **Ad In Tennis:** Provide programming and developmental opportunities to special needs athletes of all ages and backgrounds; upon request sessions may be held for schools and non-profit agencies. Ad In Tennis programs offered included:
 - Skills Clinic – Introductory clinic using modified equipment to teach eye-hand coordination and basic skills.
 - Training Program – Clinic to help athletes who aspire to play in the Special Tennis Games. Classes will focus on drills to help improve fundamentals and strokes, as well as rules and etiquette.
 - Special Events such as Friday Night Mixers (2/year), Special Tennis Games (spring) and the Toy Tournament (December).
- **Special Tennis Games:** Host a special day of tennis for area athletes to compete in a fun and rewarding environment. Details of various event tasks are include in the Special Tennis Games Notebook for your reference. The Games offered include:
 - Skills Testing
 - Unified Doubles
- Work together with other volunteers and staff in the spirit of cooperation and teamwork.

“To promote and develop the growth of tennis”