

Adult Development & Recreation Job Description & Responsibilities

PURPOSE:

- To welcome and introduce beginner players and players new to the area to Adult CORTA programs.
- To promote and develop Adult Recreation programs that emphasize fun, fitness, social, and networking opportunities; and encourage involvement in CORTA Adult Recreation programs.

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 Adult Program Coordinators and Board of Directors.
- Chairs the Adult Development & Recreation Committee. The Adult Development Committee shall consist of no fewer than five members, including the Chairperson. Suggested committee format: Adult Development Chair (board position), Beginner Player Mentor Chair, Tennis Buddy Chair plus two others; possibly Beginner Player Mentor Co-Chair and Tennis Buddy Co-Chair.
- Be the contact person for and a representative of the 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.

Sub Committee: Beginner Player Mentor (Tennis 101 & 102 participants)

- Communicate with Beginner Tennis Coordinator to determine existing Tennis 101 & 102 class schedule.
- Hold a 10-15 minutes Q&A on leagues. Meet with beginner class participants (preferably the last night of the session) to inform them of the various league & program options, and invite them to join.
- Follow up with a personal phone call with each participant to see if they have any questions or if you can assist them in finding a team or registering for league play.
- Be a mentor to participants as they transition to league play. Mentor as they participate in CORTA programs, advising them on policies and rules they may be unaware of.
- Provide player contact information to Adult League-Level Ambassadors, when appropriate.
- Provide player contact information to Adult Recreation-Team Tennis Chair, when appropriate.
- Provide player contact information to Adult Recreation-Recreational League Chair, when appropriate.
- Provide player contact information to Adult Recreation-Social Mixers Chair, when appropriate.
- Recommend a minimum of 3 members on this sub-committee.

Sub Committee: Rookie League

- Hold Rookie League Recruitment party to provide information, register players, and develop teams.
- Find and assign mentors to Rookie League teams. Mentors will establish team practices, attend matches, and mentor players on court as they play Rookie League matches, advising them on policies and rules they may be unaware of.
- Provide player contact information to Adult League-Level Ambassadors, when appropriate.
- Provide player contact information to Adult Recreation-Team Tennis Chair, when appropriate.
- Provide player contact information to Adult Recreation-Recreational League Chair, when appropriate.
- Provide player contact information to Adult Recreation-Social Mixers Chair, when appropriate.
- Recommend a minimum of 3 members on this sub-committee.

Sub Committee: Tennis Buddy (new to tennis in Columbus area or CORTA programs)

- Communicate with Adult Program Coordinators to determine players who are new to the area.
- Introduce players who are new to the area to players at their level.
- Inform new players of the different leagues and programs that are offered by CORTA.
- Assist new players by inviting them to participate in team practice or find them a team or group to practice with at their level.
- Provide a Tennis Buddies (committee members) contact list online so they are easily accessible to individuals looking to get involved.
- Encourage participation in Cardio Tennis as an easy alternative for match play.
- Recommend a player at each NTRP level and gender to serve on this sub-committee.

Subcommittee: Team Tennis (Corporate Team Tennis/Aces & Graces)

- Communicate with Adult Programs Coordinators to determine existing participants.
- Reach out to new businesses and recruit new teams for Corporate Team Tennis.
- Contact local religious organizations to get them involved by having a team and helping recruit new players and teams to help grow the Aces & Graces league.
- Organize nightly activities to include set-up, take-down of refreshments and music each night; distribution of tickets and court assignments. It is recommended that you appoint a committee member to be responsible for each particular night. Committee member would need to secure volunteers to help them. (6 nights of Corporate Team Tennis - April/May; 6 nights Aces & Graces - July/August)
- Secure appropriate music playlist
- Secure a participant in Aces & Graces to lead invocation each night
- Take photos of each team
- Post winners and pictures of teams on website, Facebook and in e-newsletter.
- Recommend a minimum of 3 members on this subcommittee.

Subcommittee: Recreational Leagues (Solitary Doubles, City League, Flex League, Cardio)

- Communicate with Adult Program Coordinators to determine players who are new to the area.
- Reach out to new and existing players to promote programs and encourage player participation.
- Create and propose new ideas to improve and grow these leagues. For ex. Giving a gift card of some sort to each division winner; crown the division winner "City Champ", etc.
- Serve as on-site coordinator for Solitary Doubles. Welcoming players, filling in or finding last minute replacement for no-show players.
- Post league/program winners and pictures on website, Facebook and in e-newsletter.
- Communicate with Adult Program Coordinators 3-4 weeks prior to each season to determine teams/levels that need help organizing for the season.
- Work to recruit players. Organize pizza party/phone-a-thon with committee members to contact players.
- Contact players looking for a team and invite them to join teams or alternative programs.
- Recruit lapsed players to join teams or programs (email followed up by personal phone calls).
- Recommend a minimum of 3 members on this subcommittee. (Suggest one member to chair each of the following: Solitary Doubles, City League, Flex League. Each chair would appoint a committee to assist.)

Sub Committee: Social Mixers

- Communicate with Adult Program Coordinators to determine players who are new to the area.
- Invite new players and players looking for a game to participate as a way to encourage their involvement.
- Host 2-4 social mixers per year. Ideas for mixers:
 - Under Deucers (18-39)
 - Ad Out (40 & Over)
 - Each One/Reach One (current player bring a new player to tennis)
 - Theme event: Halloween, St. Patrick's, etc.
- Recommend a minimum of 3 members on this subcommittee. Suggestion: Assign each individual member to be in charge of one mixer.

"To promote and develop the growth of tennis"