

Outreach Chairperson Job Description & Responsibilities

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 Olympic Regional 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).
- Act as liaison between CORTA Outreach Programs and the Board of Directors.
- Chairs the Outreach Committee. The committee is charged with coordinating, developing, and administering the CORTA Outreach program. Suggested committee format: Outreach Chair (board position), Outreach Co-Chair, TennisWorks sub-chair, Wheelchair sub-chair, Ad In sub-chair, Special Olympics sub-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.

NJTL/TennisWorks! (tennis clinic and mentoring program for underserved youth, ages 5-18)

- Introduce tennis to players age 5-18 who may not otherwise have the opportunity to play the sport
- Determine program dates. Special sessions may be scheduled upon request by appropriate groups.
- Introduce tennis to school age children in gymnasiums using modified equipment; (Session offered for elementary, middle, and high school classes) Sessions may be scheduled upon request by schools.
- 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 TennisWorks! players when they participate in other tennis events
- Solicit volunteers to assist with sessions
- Promote the mission of TennisWorks! 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.)

Wheelchair Tennis

- Provide programming and developmental opportunities to wheelchair athletes of all ages and backgrounds.
- Wheelchair programs offered include:
 - Skills Clinic – Introductory clinic using trained tennis pros to teach basic skills. Athletes to receive much positive encouragement to feel the rewards of learning the sport.
 - Training Program – Clinic to help athletes who aspire to play in the tournaments or Special Olympics. 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.
- Work to help market the wheelchair program to agencies, schools and the community.
- Work to enhance wheelchair players experiences and lives by:
 - Provide on court clinic assistance in a positive and encouraging atmosphere.
 - Provide assistance in the local Special Olympic Games.
 - Provide assistance in wheelchair tournaments.
 - Supporting the wheelchair athletes in events, Special Olympics, and tournaments.
 - Soliciting and educating volunteers

Ad In Tennis for Special Populations

- Provide programming and developmental opportunities to special needs athletes of all ages and backgrounds.
- Ad In Tennis programs offered included:
 - Skills Clinic – Introductory clinic using modified equipment to teach eye-hand coordination and basic skills. Athletes to receive much positive encouragement and nurturing to feel the rewards of learning the sport.
 - Training Program – Clinic to help athletes who aspire to play in the Special Olympics. Classes will focus on drills to help improve fundamentals and strokes, as well as rules and etiquette.
 - Ad In Tennis in the Schools – Held in school gymnasiums, this instructional program using modified equipment to teach eye-hand coordination and basic skills to special education students.
- Work to enhance Ad In Tennis players' experiences and lives by:
 - providing on court clinic assistance in a positive an encouraging atmosphere.
 - providing assistance in the local Special Olympic Area Games.
 - encouraging and supporting Ad In athletes in special Ad In Tennis events hosted by CORTA, such as Friday Night Mixers (2/year), Special Olympic Area Games (spring) and the Christmas Toy Tournament (December).
 - Soliciting and educating volunteers. Tennis Teams, school groups, families and individuals are encouraged to get involved. Tennis knowledge and skill level are non-issues.
- Recommend a minimum of 3 members on this sub-committee.

Special Olympic Regional Tennis Games

- Determine date of the event
- Help promote the event
- Assist with securing sponsorships
- Help secure and train volunteers for the event
- Help distribute t-shirts/player bags to the schools/participants
- Assist with event set-up and breakdown
- Assist with preparation of event bulletin board
- Help set up all courts with equipment
- Assist with volunteer assignments
- Assist with scorekeeping and presentation of ribbons
- Secure photographers
- Notify media outlets (television, radio and newspaper) to cover event
- Recommend a minimum of 3 members on this sub-committee

"To promote and develop the growth of tennis"