Position title: Junior Tennis Program Director
Reports to: Director of Tennis
Department: Tennis
Classification: Full-time hourly position (minimum of 30 hours/week), including evenings and weekends
Compensation: Competitive wage and benefit package based on experience

The Fred Wells Tennis & Education Center (The Fort) is a public tennis facility and youth development nonprofit organization whose mission is to bring people together of all ages, abilities and backgrounds to embrace the lifelong game of tennis while serving the under-resourced youth with the support of the Community.

Summary
The Junior Tennis Program Director plays a key role at FWTEC to fill the organization’s significant commitment to youth development. He/she has primarily responsibility for developing and improving all junior programs and camps. He/she provides supervision, leadership and guidance to the tennis coaches who staff those programs. He/she is the main point of contact with FWTEC youth and parents.

He/she will collaborate with the Director of Tennis, Director of Operations and Director of Education to maximize court utilization, participation, coaching assignments and revenue. He/she will recommend and advocate for “best fit” tennis staff to be assigned to the junior programs, after school programs and summer camps.

Responsibilities

Program and Curriculum Development
- Incorporate the USTA Net Generation program, where appropriate.
- Develop documented lesson plans for each of the programs.
- Create a pathway of progression to grow a Recreation player to Competitive player.
- Develop an evaluation plan and oversee implementation for each player.
- Work with the coaching staff to evaluate and measure the progress of all players.
- Develop a communication plan informing parents of the player’s progress.
- Incorporate USTA and UTR tournaments as part of the curriculum i.e.
  - Stars and Trophy Tournaments
  - Level 6 and/or Level 7 summer tournaments
  - UTR tournament for every session
- Evaluate the effectiveness of each program.
- Explore and recommend innovative approaches to program offerings.
Supervisory, Management and Communication

- Meet with lead coaches twice per session to stay informed of player development and evaluation of lesson plans.
- Work with the Director of Tennis in planning the program schedule, enrollment timeline and communicate the schedule to the Director of Operations and Advancement Manager.
- Prepare the annual junior programs and summer camp budget(s) for the approval by the Director of Tennis.
- Monitor junior and summer camp budgets, and report monthly on their status to the Director of Tennis.
- Set aside a minimum of 12 hours/week responding to emails and phone enquiries from families, players and peers.
- Works closely with the Director of Operations in ensuring player attendance is collected and the courts are assigned appropriately.
- In the absence of the Director of Tennis, is responsible in overseeing the tennis department.

Patron and Community Engagement

- Seek input from parents, high school coaches and players to create ever-improving best practices.
- Represent FWTEC at appropriate meetings within the Twin Cities tennis communities.
- Actively participate, promote and engage junior families in FWTEC fundraisers (example – ProAm, Gala and other donors engagement event)
- Work with the Advancement Manager to increase the visibility of FWTEC tennis offerings in the Twin cities.
- Collaborate with the Advancement Manager in creating a social engagement opportunity with the junior families.

Weekly Work Requirements (combined hours will average between 30-40 hours per week):

- 20-25 hours on-court programming
- 5-10 hours of private lessons
- 8-12 hours of administration
Qualifications

• Must have a good understanding and commitment to our mission
• USPTA/USPTR certification, including 10U
• 5+ years of teaching/coaching experience with juniors
• First Aid, CPR and Concussion certifications
• USTA rating of 4.0+
• BA/BS desired
• Must have a MN driver’s license and willingness to drive FWTEC van

Qualities

• Strong understanding of youth and program development
• Strong organizational skills with ability to manage multiple projects
• Must be a team player who is willing to work collaboratively
• Effectively handles changes in workloads, priorities and work assignment
• Good interpersonal skills
• Enjoy being around youth and families of all backgrounds
• Responsive to deadlines
• Ability to work independently

Application Deadline: August 2

To Apply:
Please send resume and cover letter to:

Robin Coverdale
Director of Tennis
Robin@fwtec.org
612-252-8367, ext 113

If hired, passing a criminal background check is required prior to starting date.

The Fred Wells Tennis & Education Center is an Equal Opportunity Employer and does not discriminate on the basis of sex, race, age, national origin, ethnic, background, disability or any characteristic protected by law.