### A’s & Aces Tennis Coach Position

May 1, 2018

**Qualifications:**

* Bachelor’s degree required
* Tennis coaching experience required, including 10/8 & Under Tennis format; experience in high performance tennis coaching preferred, and willingness to continue high performance professional development
* USPTA and/or PTR certification required
* Be or become registered on Net Generation
* Experience in youth development and/or in teaching tennis in school and/or recreational settings
* *Must have genuine desire to work with, teach, and help underserved children*
* Excellent leadership, organizational, administrative, and management skills
* Must be able to effectively work with all A’s & Aces staff - ability to supervise and guide staff and volunteers
* Experience with hosting, organizing, directing USTA-sanctioned events strongly preferred
* LTA Tournament Director certification and/or Referee certification preferred (or willingness to become certified)

This position requires a well-organized, detail-oriented, logistics-oriented, execution-oriented and efficient individual with a strong tennis coaching skill set. As a Tennis Coach working with underserved children, this position requires a high level of responsibility, good judgment, maturity, reliability, and great communication skills. The individual will think critically and creatively to achieve the organization’s overall mission, and must have a passion for social innovation and social justice.

**Responsible To:** Executive Director and Tennis Director

**General Responsibilities:**

A’s & Aces’ Tennis Coach is responsible for various tennis programming duties, including but not limited to implementing tennis curricula, related administrative duties, and supervision of staff/volunteers/service-learning students at each site(s) as assigned. As a Tennis Coach, he/she works closely with the Tennis Director and other coaches and assists with managing the 10&Under Program, USTA Excellence Team, Tolmas Scholars Program, A’s & Aces USTA tournament administration, tournament travel/coaching for all eligible players, and high performance practices.

**Specific Responsibilities:  
  
A. Programmatic (90%):**

### **Tennis curriculum implementation**

### **Directly work with staff/volunteers and** implement the following curricula for all student-athletes participating in A’s & Aces programs, including: a. Tennis practices (red, orange, green and yellow ball formats - in-school, after-school, Saturday, school holiday camps and summer camps (we have several all-summer camp sites); USTA Junior Team Tennis Leagues; Middle & High School Team Tennis, etc.) b. Assess interest level and development of red ball players coached by A’ & Aces coaches (e.g., in-school, summer camps, etc.) to recruit for year-round programs (after-school, Saturdays and holiday camps). Assist with communicating with parents and develop these relationships.

### 2. Assist with Planning and Implementation of A’s & Aces Tennis Competition and Special Events a. Assist with planning and implementation of tennis competition and USTA tournaments (JTT, inter-scholastic competition, sanctioned and unsanctioned USTA tournaments, etc.) b. Assist with planning and implementation of special tennis events, including tennis recruitment events, USTA Play Days, fundraisers, etc. c. Assist with planning and implementation of outreach activities, such as presenting A’s & Aces’ program at community events, meet with community leaders, presentations to donors and other stakeholders, assist with Annual Gala, etc. d. Supervise junior staff/volunteers to enforce safety and ensure quality of programming.

**B. Administrative (10%):**

**3. Management & communication**

Communicate timely and effectively with administration, staff/volunteers, partner school (teachers and administrators), partner organizations, participating children and their parents. Work to increase student and parent engagement. Regularly report to the Executive Director and Tennis Director all activities and outcomes**.**

**4. Implement a monitoring & evaluation system of tennis programming operations  
  
a.** Assist and/or supervise accurate and updated data of all tennis staff/volunteers (e.g., staff time-sheets, etc.)  
**b.** Assist with managing accurate and updated data of all clients/participating children (e.g., player portfolios, tournament results, etc.)  
**c.** Help with implementation of the evaluation & monitoring methods assessing A’s & Aces’ programming

**5. Administratively manage staff (paid staff & volunteers)   
  
a.** Assist with onboarding/training, professional development of all tennis staff/volunteers, assist in implementing strategies for staff engagement and retention **b.** Supervise junior tennis staff and volunteers

### 6. Additional duties

### Manages, performs and/or assists with other duties as needed. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Working hours:** This is a full-time, salary-based position and the employee is expected to complete all assigned work and work, on average, 40hrs/week; some weeks may require significantly more hours, such as during A’s & Aces tournaments or special events, tournament travel, Excellence Team travel/events, etc., while some weeks may be less. This position requires 6 days/week through the academic year (one of them being Saturday) and 5 days/week through the summer months, and as needed for special events (e.g., our fall tournaments and spring tournament run throughout the weekends, etc.).

**Compensation:**   
- $29,000- 35,000 (taxable income) based on experience

- $600/year ($50/month) automobile fuel reimbursement stipend

- USPTA or PTR membership reimbursement for annual dues, starting for the year of 2019

No other benefits are provided.   
Starting second year, the employee is eligible for a Heath Reimbursement Plan (up to $200/month).

**Other requirements:**

Only U.S. citizens or permanent residents are eligible for this position.

This position requires background check.

This position requires reliable personal transportation.