



## **Program Coordinator**

**Mission Statement:** The National Junior Tennis & Learning of Trenton is a non-profit organization dedicated to enriching the lives of under-resourced youth through innovative tennis, education, and mentoring programs.

### **Job Responsibilities**

**Part-Time with opportunity to become Full-Time  
\$30/hour**

#### **Qualifications**

- Associates degree or equivalent certificate
- 1-2 years tennis coaching experience
- Proficiency in Microsoft office suite
- Proficiency in utilizing social media (\*preferred but not required)
- Self-starter who can work independently and with a team
- Passion for youth sports and education
- Exceptional customer service, written and verbal communication skills

#### **Program Administrator**

- Organize annual NJTL-T program calendar
- Maintain and organize student rosters for Ashe Program, Outreach Programs, Minecraft Education Program, ACE Program and PACE Program utilizing MS Office suite and USTA.PlayTennis.com
- Administer, collect and, synthesize student and parent surveys
- Maintain contact and provide timely information to school partners, community partners, and enrichment partners
- Arrange chaperones for offsite events such as US Open Net Generation Experience, college visits, or Trenton Thunder Game
- Report student development and recruit new students from outreach programming to join the Ashe Program or Minecraft Education Program
- Maintain volunteer contact information and provide timely updates about events and volunteer opportunities
- SafePlay Certification: Keep track of all staff coaches and volunteer SafePlay certification expiration dates
- Notify coaches if programming has been cancelled due to inclement weather
- Notify parents if programming has been cancelled due to inclement weather
- Assist with prep and planning for all NJTL-T fundraising events such as Capital Cup and the Annual Gala. Additional duties assigned on the day of each fundraising event.
- Assist with grant and sponsorship proposals
- Supervise Summer Interns

### **Tennis Instruction Supervisor**

- Assist the Director of Programs with supervising coaching staff
- Collect student attendance
- Act as substitute tennis instructor when regular staff calls out or takes PTO
- Check-in at Cadwalader Park, Villa Park, Mercer Tennis Center, Bucks County Racquet Club, or any school partner locations to ensure that coaches arrive on-time
- Oversee USTA junior tournaments hosted by NJTL-T. Ensure that student registration, supplies and staffing are adequately fulfilled
- Maintain and organize tennis and fitness equipment. Notify Director of Programs of any damaged equipment that requires repair or replacement
- Track inventory stored at offsite locations such as school partners and Mercer Tennis Center and Bucks County Racquet Club
- Maintain water and snacks for ACE after school programs and NJTL-T summer camp. Notify Director of Programs if more supplies are needed

**Please send your CV to Chris Liverman**

**Email: [cliverman@njtloftrenton.org](mailto:cliverman@njtloftrenton.org) Phone: (732) 586-3767**