



No: A0011951M

Tennis Geelong

[A0011951M]

www.tennis.com.au/tennisgeelonginc

Position Description

Association Junior Pennant (AJP) Coordinator

Form of Tenure

Elected 2 year term, voluntary based.

Duties

Is a sitting member of the junior committee, and is responsible for the coordination of all Tennis Geelong AJP activities

- Primary contact with Tennis Victoria
- Prepare registration form
- Advertise on Facebook and Website for players
- Send EOI to clubs wanting to host, including dates
- Collate names and grade teams, in conjunction with the Junior Committee
- Submit teams into League Manager
- Advise clubs of courts allocations and organise for club access
- Advise players of teams, draw and costs
- Provide the Treasurer with a list of players to invoice
- Coordinate purchasing and dispersal of uniform
- Ensure result are entered within specified timing
- Help with locating Emergencies

Required

- Computer or similar with internet and email capabilities at a minimum.
- Printer.
- Mobile Phone.
- Working with Children Check

Desirable Skills and Knowledge

- Good knowledge of tennis in general and the AJP Rules and By-Laws.
- Enthusiasm, dedication, discretion, tact, confidentiality (as required), clear thinker and a positive attitude.
- Well organised and timely in distributing information to Players/Clubs.
- Good computer skills – Email, Word, Excel. Familiarity with Google docs
- Very good communication skills and an effective communicator.
- Ability to liaise with a variety of club contacts, Tennis Victoria and parents/players