



JOB DESCRIPTION

TITLE: Junior Competitive Pathway Manager
DEPARTMENT: Junior Competition
REPORTS TO: SWS CEO
STATUS: Full Time (Exempt), Hybrid

PURPOSE OF POSITION: To champion the USTA Southwest mission of growing tennis to inspire healthier people and communities. This role drives the unified competitive structure and spearheads the implementation of the USTA Player Development Program within the Southwest Section, fostering a supportive and engaging pathway for junior players.

MAJOR DUTIES:

JUNIOR COMPETITION

- **Strategy & Operations:** Manage the unified junior competitive structure and rankings system, ensuring fairness and accessibility.
- **Event Leadership:** Oversee all facets of sectional junior team events and processes, ensuring a high-quality experience for participants.
- **Tournament Logistics:** Facilitate organizational support for key events including 10's Exchange, Battle of the Sections, and Impact Team Tennis Jr. Nationals.
- **Coaching & Development:** Collaborate with the Junior Competition Committee to select coaches; serve as a lead coach for team events as required.
- **Quota Management:** Oversee player quotas for National tournaments, ensuring accurate and timely communication.
- **Tournament Operations:** Manage the online sanctioning process and partner with stakeholders to develop comprehensive tournament schedules across all regions.
- **Quality Assurance:** Serve as tournament director for key elevated events and conduct site evaluations to maintain high standards for player sportsmanship, parent engagement, and committee performance.

PLAYER DEVELOPMENT

- **Program Management:** Coordinate comprehensive Player Development initiatives, ranging from early developmental efforts to high-performance sectional camps.
- **Stakeholder Relations:** Cultivate strong, collaborative relationships with collegiate coaches to support the student-athlete pathway.

PARENT AND PLAYER ENGAGEMENT

- **Education & Support:** Serve as the primary point of contact for families regarding competitive pathways and ranking points.
- **Community Building:** Maintain consistent, transparent communication channels and host regular forums to gather feedback and share updates with players and parents.

PROVIDER ENGAGEMENT

- **Support:** Provide tournament directors, coaches, industry partners and volunteers with clear guidance, resources, and best practices to ensure alignment with SWS policies and mission.

STRATEGIC & ORGANIZATIONAL

- **Cross-Functional Collaboration:** Partner with USTA National staff, Section leadership, facilities, and volunteers to ensure organizational alignment.
- **Financial Stewardship:** Develop and execute annual budgets and strategic goals for the Junior Competition Department.
- **Digital Presence:** Curate and maintain up-to-date junior competition content on the SWS and Region websites.
- **Governance Support:** Serve as staff liaison for the SWS Junior Competition Committee and Coaches Commission; manage meeting prep, documentation, and reporting for SWS Board requirements.

MANAGEMENT & SUPERVISION: Provides leadership and mentorship to the Junior Pathway Coordinator, ensuring alignment on tournament director support, parent education, and event operations (L6, L7, Junior Circuit, WTN, and unranked events).

INTERNAL RELATIONSHIPS: Reports directly to the SWS CEO. Partners closely with SWS staff, the Junior Competition Committee, Board of Directors, Regional Councils, and USTA Coaching to ensure operational alignment. Actively champions volunteer engagement to support section initiatives.

EXTERNAL RELATIONSHIPS: Cultivates and maintains high-impact partnerships across the tennis community. Collaborates extensively with private clubs, public facilities, junior players and families, coaches, tournament directors, and industry partners to drive sectional growth and participation.

TRAVEL DEMANDS: Moderate

This position requires travel for sectional and national events, including junior tournaments, training camps, and organizational meetings. All travel is subject to CEO approval.

QUALIFICATIONS:

Required:

- **Collaborative Mindset:** A team-oriented professional with high emotional intelligence and a dedication to superior customer service.
- **Communication Skills:** Expert in written correspondence, public speaking, and presenting to diverse audiences.
- **Operational Excellence:** A highly organized self-starter with the ability to manage multiple complex projects simultaneously.
- **Digital Proficiency:** Advanced proficiency in Google Workspace, with the ability to quickly master platform-specific tools like Serve Tennis.
- **Passion & Energy:** Highly motivated, with a clear passion for promoting and growing the sport of tennis.
- **Education/Experience:** Bachelor's degree preferred; must possess deep knowledge of the tennis industry and competitive playing experience.

Desired:

- Prior experience with Serve Tennis platform
- Youth coaching experience
- Bilingual proficiency
- Current USTA Coaching certification

KEY PERFORMANCE INDICATORS: When reviewing this position during the year, the following will serve as performance indicators.

- Achievement of specific objectives for areas of responsibility
- Evidence of performance of major duties
- Evidence of performance as productive team member
- Evidence of effective internal and external relationships
- Quality and effectiveness of overall performance
- Southwest Goals and Metrics

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