

NOMATA

SUMMARY OF POSITION DESCRIPTIONS

COORDINATOR, VOLUNTEERS

Responsible for developing and administering a volunteer-based strategy and program that supports NOMATA sponsored events, including junior and adult activities and tournaments, and USTA Southern activities, as required. He/she shall be responsible for maintaining a list of incumbents and a pool of interested volunteers; recruiting and scheduling volunteers for special events; developing a retention plan including a rewards program; and tracking volunteer hours for recognition.

COORDINATOR, MARKETING/SOCIAL MEDIA

Responsible for developing and implementing a comprehensive proactive communications, marketing, and branding strategy that is aligned with NOMATA's mission and goals. He/she will maintain NOMATA's website, update and post NOMATA activities on social media platforms, design advertising and promotional campaigns, and coordinate public relations. He/she will coordinate with the NOMATA Board, committees, and League Coordinators to promote and grow the membership using all available means of communication and resources within the community and periodically evaluate NOMATA's reach. He/she will participate and support all NOMATA related events and/or activities. He/she will have familiarity with WordPress, Facebook, and Instagram.

COORDINATOR, DIVERSITY, EQUITY AND INCLUSION

Responsible for promoting activities that both embrace and celebrate the diversity of the communities NOMATA serves. He/she will create a welcoming environment that will accelerate the engagement of individuals in tennis programs that are representative of various races, ethnicities, religious affiliations, ages, gender identities, sexual orientations, socioeconomic status and physical and mental abilities.

PROFESSIONAL TENNIS REPRESENTATIVE

Responsible for the representation of certified USPTA or USPTR tennis instructors. He/she will organize and manage NOMATA sponsored events such as local and regional tournaments and provide support to JTT and Tennis Apprentice Coordinators. He/she must be knowledgeable about and experienced in USTA junior programs and adult leagues.