



Executive Director JOB DESCRIPTION

1. Administrative Duties
 - a. Handle routine communication on behalf of GCTA
 - Phone calls
 - Written correspondence
 - b. Monitor website content and provide webmaster new content as needed
 - c. Oversee the Youth Team Tennis, Junior Team Tennis, and Adult League coordinators
 - d. Attend Ohio Valley Tennis Association (OVTA) bi-annual meetings
 - e. Apply for OVTA grants
 - f. Renew Community Tennis Association application with USTA
2. Board of Trustees Support
 - a. Participate and staff board and subcommittee meetings
 - b. Assemble and distribute documents for board meetings, including agendas, minutes, reports, action items
 - c. Secure locations for Board Meetings
 - d. Maintain board member data: directory of board members and advisory board members, letters to prospective members with info packet.
 - e. Produce the Board Handbook annually
3. Fiscal Responsibilities
 - a. Receive invoices and income and submit to Treasurer
 - b. Assist with GCTA grant development and progress reports
4. Volunteer Tasks
 - a. Recruit volunteers for area events
 - b. Create and maintain an email distribution list of volunteers
5. Community Outreach
 - a. Serve as spokesperson for GCTA
 - b. Be well informed about the mission, services, policies and programs
 - c. Prepare news releases
 - d. Serve as liaison to outside agencies (i.e. USTA, OVTA, Midwest, tennis leagues)
 - e. Promote GCTA programs and services
6. Special Events
 - a. Assist and support special events
 - b. Coordinate the annual Awards nomination/selection process
7. Manage Membership Process
 - a. Prepare and mail/email membership materials
 - b. Maintain membership records

QUALIFICATIONS

1. Experience in a leadership position
2. GCTA Board experience preferred
3. GCTA & USTA membership required
4. Strong organizational and interpersonal skills

EMPLOYMENT STATUS:

Independent Contractor – part-time

Expenses provided for GCTA related travel (receipts required)

EVALUATION

Responsible to GCTA Executive Board

Stipend and job duties will be reviewed each year and appropriate adjustments made as necessary