



Title:	Site Director
Location:	TBD – San Francisco, Oakland, Berkeley, Richmond, or San Rafael
Department:	Programs
Reports To:	Director of Tennis and Academic Operations and Partnerships (DTAOP)
Direct Reports:	Tennis Instructors and Volunteers as needed
Pay Range	\$30 - \$50/hr. depends on years of experience
Benefits	Cal Savers Retirement Plan, Sick Time
Employee Type	Part Time, Hourly, Minimum of 3 hours per day (school year) *
FLSA Status	Non-Exempt

YOUTH TENNIS ADVANTAGE

Youth Tennis Advantage is a non-profit 501(c)(3), founded in 1968, dedicated to enriching the lives of youth ages 8-18 living in underserved communities. Carrying on the vision and legacy of tennis great Arthur Ashe, YTA provides free tennis, educational and life skills programs.

Our Mission:

to empower under-resourced youth through free, high-quality tennis, academic enrichment, and mentoring that builds confidence, resilience, and lifelong opportunity.

YTA is part of the NJTL network. *In 1969, the National Junior Tennis League was created as a way to gain and hold the attention of young people, with the hope of teaching them the importance of character, getting an education and becoming productive citizens. Today, the now-named National Junior Tennis and Learning network features more than 250 nonprofit youth development organizations that offer free or low-cost tennis and education programming to over 160,000 under-resourced youth each year. NJTL is supported by the USTA Foundation, the national charitable organization of the USTA. The work done by its member chapters includes after-school tutoring that focuses on academic enrichment, a life-skills curriculum and, of course, tennis.*

POSITION SUMMARY

Objective: The Site Director will lead and manage the day-to-day activities of the YTA program at one of our Bay Area after-school and summer camp sites. They must be able to manage the staff and provide school-based after-school programming to youth. They are also responsible for executing YTA program curriculum in a quality manner, supervising YTA instructors and volunteers. They must have a strong commitment to children. Must be willing to learn and implement new strategies to inspire students to be positive, thoughtful, and motivated to work hard. This position will work collaboratively with the Lead Tennis Instructor or the Lead Academic & Life Skills Coach to help make sure the youth receive both tennis and academic instruction. The site director has primary responsibility for coordinating and helping parents.

ESSENTIAL FUNCTIONS

1. Oversee a high-quality youth development program that incorporates YTA's mission, vision, and positioning.
2. Have a working knowledge of what an NJTL is.
3. Create engaging activities for participants.
4. Responsible for the appearance and safety of the facility.
5. Represent YTA at various community and YTA designated functions and/or events as required by the Director of Tennis and Academic Operations and Partnerships.
6. Problem solve, make decisions, and maintain program integrity.
7. Encourage staff to have YTA logos observable at all times (hat, sweatshirts, etc.).
8. Ensure regular attendance and track participant's attendance.
9. Keep track of your staff and volunteers' working hours and report to DTAOP per pay period
10. Ensure staff provides a positive learning experience to youth.
11. Must be able to effectively carry out program operations and policies to achieve program goals and meet needed requirements.
12. Must be able to keep all required administrative records and files according to program requirements and applicable regulations.
13. Organize match play such as Junior Team Tennis (JTT) against other sites or clubs.
14. Create and maintain site schedule for current and future seasons i.e., after-school, summer, spring break, winter break, etc.
15. Assist with staff hiring and mentor volunteers as needed.
16. Act as a YTA liaison to community partners such as schools, park and recreation departments, etc.
17. Assist in recruiting new YTA students and help facilitate online registration.
18. Communicate any problems, issues, or concerns to the DTAOP.

KNOWLEDGE/EXPERIENCE/SKILLS

1. Demonstrated cultural competency, understanding and sensitivity
2. Strong leadership skills
3. Excellent interpersonal and communication skills, programming and organizational, verbal and written skills.
4. Demonstrated ability to relate to young people and staff as a positive adult role model.
5. Preferred experience working with children from diverse backgrounds.
6. Ability to maintain confidentiality and use appropriate discretion.
7. Proficiency with various computer programs and willingness to learn new ones.
8. A strong work ethic that includes being punctual and professional at all times
9. Strong understanding and support of YTA mission (see www.youthtennisadvantage.org)

EDUCATION OR CERTIFICATIONS:

- Must be Safe Play certified and pass a YTA Background Check/Live Scan fingerprinting.
- Bachelor's Degree required with preference in Education, Social work, Psychology, Sociology, or related field.
- CPR certification is required.

COMPENSATION:

- \$30 - \$50/hr. Depending on skills, training/certifications and experience

* 3 hours a day for school year and possibly 4 hours a day for the summer program

Equal Opportunity Statement

Youth Tennis Advantage is committed to the principles of equal employment. We are committed to complying with all federal, state, and local laws providing equal employment opportunities, and all other employment laws and regulations. It is our intent to maintain a work environment that is free of harassment, discrimination, or retaliation based on an individual's race (including, but not limited to, hair texture and

protective hairstyles such as braids, locks, and twists), color, religion, religious creed (including religious dress and grooming practices), national origin, ancestry, citizenship, physical or mental disability, medical condition (including cancer and genetic characteristics), genetic information, marital status, reproductive health decision-making, sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender (including gender identity and gender expression), age (40 years and over), sexual orientation, veteran and/or military status, protected medical leaves (requesting or approved for leave under the Family and Medical Leave Act or the California Family Rights Act), domestic violence victim status, political affiliation, or any other status protected by federal, state, or local laws. Youth Tennis Advantage is dedicated to the fulfillment of this policy regarding all aspects of employment, including, but not limited to, recruiting, hiring, placement, transfer, training, promotion, rates of pay, and other compensation, termination, and all other terms, conditions, and privileges of employment.

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