

Twin Rivers Recreation Association seeking:

Operations & Programs Manager with a minimum of a Bachelor's degree in Business or Sports Management Administration and at least 12 months of experience in Administration of recreational sports programs. Annual starting salary depends upon experience, but at least minimum prevailing wage requirement of \$35,402 per year. U.S. Citizen or Lawful Permanent Resident preferred.

Sports and Recreational Programs Duties: Facilitate the general oversight, condition, and supervision of the tennis and pickleball programs; Promote USTA tennis and Junior team tennis and encourage the development of teams that will participate in area matches; Assist the tennis team of Pillow Academy with the availability of courts for matches and practice; Provide a variety of recreational sports clinics per year for both children and adults; Provide and hold a variety of tennis socials throughout the year; Provide private, semi-private, or team lessons as requested by the membership. All fees charged must be approved by the General Manager; As approved by the General Manager, the OPM may organize and direct tournaments; Develop a combined Jr. team tennis program that includes participation and travel to area matches. Any travel would require chaperones (number of chaperones to be decided by parents); Maintain the appearance and upkeep of the tennis courts and equipment; and Regular weekly email communication to the membership regarding tennis and pickleball activities, programs, and events.

Special requirements: USTA professional certification; experience with the administration of tennis and pickleball recreational programs; and working knowledge of USTA tennis tournaments and clinics for all ages.

Please send résumé with cover letter to:

Trish Rodgers
Twin Rivers Recreation Association
503 W. Barton Avenue
Greenwood, MS 38930
Re: Job Order # 464959

Any person may provide documentary evidence bearing on the application to:

Certifying Officer
U. S. Department of Labor
Employment & Training Administration
Office of Foreign Labor Certification
200 Constitution Avenue NW, Room N-5311
Washington, DC 20210