



Vicente Ferrer



TENNIS PROJECT COORDINATOR

About Rural Development Trust:

RDT is a non-governmental organization, based in Anantapur and committed to the progress of vulnerable and disadvantaged communities in Andhra Pradesh and Telangana, Southern India.

About Sports Academy:

Anantapur Sports Academy (ASA) was started in 2000 by Rural Development Trust (RDT). RDT believes that youth participation in sports is very much necessary for the growth, self-esteem and confidence of rural children and through ASA, it has been undertaking suitable initiatives to promote and establish a sporting culture among the rural youth and support the ambitious talent to succeed at higher levels. During 2017/18, through ASA program, nearly 9,000 children participated in the following sports namely Cricket, Hockey, Football, Judo, Tennis, Softball and Special Olympics spread across the district of Anantapur.

Learn more on www.anantapursportsacademy.in

About Tennis project:

RDT and Rafa Nadal Foundation started a sport and educative project in 2010 to help children from rural and underprivileged areas, combining academic activities and tennis. Nowadays there are 16 members working for the project and 210 boys and girls. The main activities are tennis sessions, English and computer lessons. Moreover, centre is providing alternative activities like medical check-ups, nutrition food, arts days, funny games, cultural trips, friendly matches, etc.

Job Description

Position Details

Job Title	Tennis project coordinator
Location	Anantapur Sports Academy, Anantapur, Andhra Pradesh, India
Parent Organization	Rural Development Trust
Sponsor Organization	Rafa Nadal Foundation
Salary	Based on experience and qualifications; Free board and lodging provided for entire year.
Duration	1 year (extendible) - From June 2018 to May 2019



Job Purpose

Rural Development Trust and Rafa Nadal Foundation are looking for a project coordinator to work in the centre for tennis and education as part of Anantapur Sports Academy programme. This centre is an educational project where sport (tennis) and academic activities are offered to help rural and underprivileged children to complement their education.

Key Responsibilities

S/He will be the responsible of the Center for Tennis and Education, managing a team composed of 16 staff members (6 coaches, 2 teachers and 8 groundstaff)

S/He will directly report to the Sport Sector Director.

S/He will be ensure all activities run smoothly and as forecasted;

S/He will be the one having the relationship with external parties: other academies, federations, ...

S/He is a person boosting the teambuilding and working in team.

S/He will be the responsible preparing the following activities:

- Prepare the annual calendar about centre activities and yearly syllabus for different levels of performance.
- Assess and control English and Computer yearly syllabus.
- Control staff attendance (coaches, teachers and ground staff).
- Supervise budget, purchases and expenditure alongside finance, purchase and M&E departments.
- Communicate with M&E for the preparation of monthly reports.
- Monitor all the activities in the centre and propose new ones for the children.
- Be in charge of AITA tournaments.
- Claim the quality of sessions, group organisation and evolution of students.
- Delegate the tennis activities to different coaches and control all the process until the activities are done.
- Look after the general functioning of the centre (material, courts, classes...).
- Guarantee the follow up of students by coaches (attendance, communication with their families and students assessment).



Personal Specification

Job Requirements	Assessment Criteria	
	Essential	Desirable
Qualifications & Training		
Degree/ Diploma/ Certification in Sport Science or ITF (AITA) coaching level course	x	
First Aid Certificate		x
Experience		
Minimum 5 years working as a tennis coach	x	
Sport management		x
Knowledge & Skills		
Technical, tactical and methodological knowledge of tennis coaching	x	
Effective Communication with other coaches	English	Telugu
General Attributes		
Demonstrate enthusiasm for sports and fitness	x	
Excellent team work skills	x	
Willingness to work outside the normal office hours and as required for events	x	
A role model who promotes high standards, demonstrates integrity and honesty	x	
Comfortable with working in a rural setting and with a focus on grassroots sports development	x	

How to Apply

Submit a copy of your resume alongside a covering letter which clearly outlines how your skills and experience match the requirements set out above to tennis@rdt.co.in