

PPC COURT HOST COORDINATOR

JOB DESCRIPTION

Must have a solid knowledge of computer skills and ability to send/receive e-mails.

Duties:

1. Organize court host schedule for season. (a printable calendar of booked and available court host dates is available on the website).
2. Prepare orientation clinics for court hosts to recruit and show procedures for opening/closing.
3. Communicate via e-mail/phone with all court hosts up-to-date information, time changes, information, and key assignments.
4. Revise court host procedure sheet and post in binder and on bulletin board. Send an electronic copy to website administrator for uploading on website.
5. Keep Programming Chair updated on any issues that may need executive support.
6. Update "Court Updates" on PPC website using provided post update tool. Updates include:
 - a. Courts open or closed
 - b. If closed, reason for closure
 - c. Appeals for court Hosts for particular dates.