



Eel River Beach Club

Summer Employment Letter of Expectations

Name:

Position: Jr. Tennis Assistant

Year:

Overview:

The Junior Tennis Assistant will report to the Head and Assistant Tennis Pros and assist with lessons and other tennis related programs. The weekly schedule will be determined by the Head Pro at the beginning of the season based upon lesson signups. Some variation in the schedule may be necessary at times during the summer depending upon program needs. The Junior Assistant may also be asked to fill in when the Head or Assistant Pro is absent. As much notice as possible will be provided for hours differing from the set schedule. Working alternative or additional hours would be helpful but will not be considered mandatory.

Responsibilities of the Jr. Tennis Assistant job include:

- Display enthusiasm when helping with lessons and other program activities
- Demonstrate an understanding of facility policies, procedures and rules
- Take an active role in encouraging and promoting participation in tennis by both children and adults
- Perform such other duties and assume such other responsibilities as may be designated by the Club Manager or his/her designee
- Arrive 15 minutes early to set up the courts and discuss lesson plan with the Pro
- Clean up the courts after all lessons, including removing trash and balls
- Help organize Junior Team matches
- Understand Cell Phone Policy: Safety is the number one concern of our club and we hope to minimize distractions. Cell phones should be placed in the Managers office prior to shift start. Cell phones may be used during lunch and authorized breaks only. Employees who do not adhere to Cell Phone Policy may be subject to disciplinary action or termination.

Children's Lessons

- Assist the Head and Assistant Tennis Pros in children's lessons
- Encourage members to participate in tennis
- Promote good behavior and sportsmanship on and off the tennis court

Adult Tennis

- Encourage members to participate in tennis and Club tournaments
- Assist the Head and Assistant Tennis Pros with adult clinics and round robins as needed

PLEASE NOTE:

- First year employees shall be scheduled on an as-needed basis. Substitute employees are not guaranteed hours.
- All employees are expected to work through Labor Day weekend, unless they have an educational commitment.
- All employees 14-17 years old must provide a current work permit.
- All employees of the Eel River Beach Club are employees at will. Nothing contained in this offer of employment or any other document provided to you is intended to be, nor should it be, construed as a guarantee that employment, compensation, or any other benefit will be continued for any period of time.

Endorsement: I have read and agree to the terms contained within and I accept the offer.

Signature _____ Email _____ Date _____

4/16/2021