



Eel River Beach Club

Summer Employment Letter of Expectations

Name:

Position: Assistant Tennis Pro

Year:

Overview:

The Assistant Tennis Pro will report to the Tennis Pro and assist with all tennis-related programs.

Responsibilities of the job include:

- Display enthusiasm for teaching, coaching and children
- Demonstrate an understanding of facility policies, procedures and rules and enforce these in a courteous and uniform manner
- 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 Tennis Pro in children's lessons
- Encourage members to participate in tennis
- Ensure that good sportsmanship prevails

Tennis Team

- Assist the Tennis Pro with Tennis Team
- Encourage members to participate on Tennis Team

Adult Tennis

- Encourage members to participate in tennis and Club tournaments
- Assist the Tennis Pro with adult clinics

Private Lessons

- The Assistant Tennis Pro is responsible for teaching Private and Semi-private tennis lessons at the discretion of the Tennis Pro.

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