



## Site Assistant

The Suffolk County Junior Tennis League (SCJTL) is a division of Arias Tennis Corp.

You would be working for a **Site Director** who is empowered to manage all site activities and staff such as including assigning your duties as well as assisting, training and monitoring your job performance.

Site Assistant duties and responsibilities include:

- **Implement court operations:**
  - Drills and instruction
  - Games
  - Red/Orange (and possibly Green) Division court coach.
  - Manages court group or “team”.
  - Assists in Site shutdown.
- **Responsibilities on site:**
  - Follow drill and game program in a prompt and organized manner as possible.
  - Keep players in group engaged in court activities. Encourage participation in all activities.
  - Promote playing tennis among friends and meeting new players.
  - Wear appropriate attire - wear your SCJTL shirt at all times. Please keep it clean.
- **Staff issues:**
  - **Getting paid:** Staff will be paid every 2 weeks. Pay check will be sent Direct Deposit through ADP Payroll Services to your personal checking or savings account.
  - **Reporting for work:** All staff should report to work 10 minutes before start. Report to Site Director and go immediately to your responsibilities. Occasional (once or twice) lateness due to extenuating circumstances is understood. If late plan on staying extra and help out to make up for it. Frequent (two or more) lateness will not be tolerated.
  - **Scheduling:** each staff member will be scheduled according to program involvement. You may be asked to participate in extra programs should they arise.
  - **Time off:** Plain and simple, there is none. If you have made plans to be off already, please tell management immediately. Your position will be re-evaluated. We appreciate honesty more than anything so please be up front with us about this issue.
  - **Rain cancellation** rescheduling: SCJTL makes up all sessions cancelled by rain all staff is expected to be at all make-ups.
  - **Equipment responsibility:** You will be issued a ball hopper full of tennis balls. You are responsible for the condition of the hopper and returning it with balls on your last day in the program

Your first week on court is considered as your On-Court evaluation period. You will be paid your hourly wage during this time.

Once you pass this evaluation you will remain on staff for the rest of the program.

If you do not, you will be asked to return shirt and any equipment issued to you. You will be paid by mailed check once this equipment is confirmed returned to the Site Director. Any shirts equipment lost or damaged will be deducted from your week’s wage.