



## Assistant Site Director

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 including assigning your duties as well as assisting, training and monitoring your job performance.

### ***A. Assistant Site Director (ASD) job description:***

Assistant Site Director - assists the Site Director in implementation of Site duties.

Including:

1. Staff assistance - implementing responsibilities set by Site Director.
2. Group management -
  - a. Help groups to assigned court.
  - b. Overseeing court activities.
  - c. Assisting players having difficulty.
  - d. Covering for staff during bathroom breaks.
  - e. Assisting in Site opening and shutdown.
  - f. Assistant Coach to White & Blue teams.

*ASD's may aid the Site Director in the following duties:*

### 1. Attendance:

A. Please be sure to mark players in by slashing the date. If it shows no date players are not supposed to be there. Write in date if there are any changes and let me know about it.

### 2. On site registration:

- A. Use Brochure & registration forms for walk-in sign ups.
- B. Check registration form.
- C. Be sure all the information is completed.

Place it in envelope with payment. Have parent keep brochure and mark paid when payment received. Indicate cash or check.

### 3. Distributing shirts and materials to players:

**Check box off when giving out shirts. Only give out to those who have pre-registered.**  
The rest will be given by the start of the following week.

### 4. Supervise and help with games and activities.

This also includes conducting on court instruction and games as needed.

5. Enter information in the Activity Log: Recording all players' activities. Use this information to group teams for the intersite matches. If sending a team to another site, designate a player you know is definitely going to bring a roster to the home SD.

6. Post and take down Banner: Take down at end of day, fold up for storage.

7. Get Materials to SA's: Clip boards, pens first aid kits etc.

8. Help SD with staff meeting: get to know your part and what is expected of the SA's.

### **B. Responsibilities on site**

1. Follow drill and game program in a prompt and organized manner as possible.

2. Keep players in group engaged in court activities. Encouraged participation in all activities.

3. Promote playing tennis among friends and meeting new players.

4. Wear appropriate attire - wear your SCJTL shirt at all times. Please keep it clean.

### **Staff issues:**

**a. Getting paid:** Staff will be paid every week. Pay check will be sent Direct Deposit through ADP Payroll Services to your personal checking or savings account.

**b. 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.

**c. Scheduling:** each staff member will be scheduled according to program involvement. You may be asked to participate in extra programs should they arise.

**d. 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.

**e. Rain cancellation** rescheduling: SCJTL makes up all sessions cancelled by rain all staff is expected to be at all make-ups.

**f. 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.