

**Tennis Assistant**  
**Eagles Mere Athletic Association**  
**Term: June 20, 2024 – August 11, 2023**

The Tennis Assistant works 30 hours a week at the Tennis Center and will report to the Tennis Pro. The Tennis Center is open 7 days a week. The Assistant is responsible for performing tasks, as assigned by the Tennis Pro and the EMAA Board member responsible for the Tennis Center, related to the safe and efficient running of programs offered by the Tennis Center.

Duties include:

- Teaching tennis in adult and children's clinics with direction provided by Tennis Pro on how the tennis drills will be run.
- Shop management, including keeping records of all adult and junior players attending any program or using the courts, taking payment for any service or goods offered at the Tennis Center, answering the phone and giving out information, as determined by the Tennis Pro and the EMAA Board member.
- Daily maintenance tasks essential to the running of the Tennis Center, including cleaning the shop, the bathroom, the area around the Tennis Center and other tasks as assigned.
- Court maintenance determined by the Maintenance Director and the Tennis pro including, sweeping the courts and lines, helping with sprinkler system maintenance and line maintenance.
- Offer private lessons with policies and payment structure to be outlined in the employee's contract and agreed upon by the Tennis Center Assistant and the EMAA Board member responsible for Tennis Center.
- Participate in special events that are operated by the EMAA, as assigned by the EMAA Board, including cocktail parties, sports week events and world cup if needed.
- The hours for this job are M-F 8:45-12:15 and some afternoons 1-4. There may be some weekend responsibilities. There will also be occasional evening activities coordinated with the Athletic Director for teen center tennis activities or family tennis games and potluck.
- You will also work on Saturday or Sunday every weekend.

The terms of employment, salary and behavior expectations will be set forth in the contract.

Requirements:

- Tennis knowledge and experience, as a player, and experience as instructor preferred
- In High School or College and interest in child development, education or a related field preferred
- Knowledge of the EMAA and genuine love and appreciation for Eagles Mere and the values of the EMAA
- Experience working with a team
- Creative, energized, hard-working and passion for working with children
- Organized, detail-oriented and proactive to plan ahead for all activities
- Must be available to work the entire season, including orientation, unless special permission is granted by the board of directors.

If interested, please send a resume, cover letter and 2 letters of reference to Caroline Long [CarolineRLong@gmail.com](mailto:CarolineRLong@gmail.com) by March 15th.

*\*\*Please note that any offer of employment shall be conditioned upon satisfactory background checks as required by PA Act 153.*