

Zig Zag Yacht Club

Job Description

Position: Tennis Court Assistant



General description:

Appointed by the Board and reporting to the Club Directors, the tennis court assistant is responsible for all aspects of tennis court maintenance and providing assistance to the Tennis Chair in respect of scheduled tennis court events. The tennis court assistant shall liaise with the tennis chair on a weekly basis in establishing the work plan for that week and budget hours. Any requests for additional work MUST BE APPROVED by the tennis chair. The tennis court assistant may be asked by a member or pro for additional services to be provided, but it is incumbent upon the tennis court assistant to refer such requests to the tennis chair for approval. Adherence to Club COVID-19 protocols is mandatory.

Specific responsibilities include:

Opening the courts: (approximately 8 hours in June)

1. Blow off debris from play surface with leaf blower as early in June as courts are dry.
2. Install tennis nets.
3. Assess winter damage, if any, and discuss with tennis chair attention for repair.
4. Install tennis screens, first week of July.
5. Remove awning covers and store.
6. Use roller to roll the courts, adding sand where necessary.
7. Assess moss damage, and discuss cleaning solutions with tennis chair, and plan to manage repair over the summer months.
8. Sweep down and clean up outhouse in preparation for the season.

During the summer season (July and August)

1. Weekly general court maintenance and sweeping approximately 1 hour per week.
2. During the lesson weeks and tournament, sweep daily prior to first lesson/match start, deliver cooler, water/ice to courts, and refresh as necessary, approximately 1 hour per day for 10 days of lessons, and 2 days of tournament.
3. During tournament, deliver refreshments to courts and refresh as necessary.
4. Cut back overhanging trees from tennis fence, to limit debris/damage to fence and carpet. Detail of work to be discussed with the tennis chair.
5. Weed whack perimeter of courts as necessary and agreed by tennis chair.
6. Maintain the cleanliness and paper supplies to outhouse.
7. Additional duties as mutually agreed from time to time to further enhance tennis programming at the Club, as agreed with the tennis chair.

Closing the courts:

1. Remove tennis court wind screens and store in late August.
2. Roll up awnings and cover in late August.
3. Remove tennis nets and store in late September.

Qualifications:

- Handy person who has a variety of experiences, including proficiency with yard tools.
- Pleasure Craft Operator Card Boating License Transport Canada.

The successful applicant must provide a Criminal Record Check that includes a Vulnerable Sector Search, Child Abuse Registry Check prior to the commencement of employment.

Anticipated time demands (after initial familiarization period): part time hours during the Summer. (Could be combined with other positions at the Club or work elsewhere.) The orientation sessions are mandatory.

Salary: Commensurate with experience and training according to Provincial pay scale.

To apply, fill out application at www.zzyc.ca

We thank all who apply, however only those selected for an interview will be contacted.