



## **CLCC SUMMER SEASON POSITIONS AVAILABLE**

Notes: (\*\*) Indicates must submit copies of certificates held with application Each of the positions below will be under the supervision of an appointed Governor.

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POSITION QUALIFICATIONS DUTIES/RESPONSIBILITIES SALARY

### **LIFEGUARDS**

(Part Time & Full Time Positions)

\*\*\*Includes available hours beginning June 19. \*\*\*\*

- Lifeguard Training (including First Aid) \*\*
- Yearly CPR certification required (\*\*).
- American Red Cross Waterfront Module\*\*
- Other qualifications and experience considered.
- From mid-June thru Labor Day
- Water & beach supervision including safety, first aid, water rescue & enforcement of rules.
- Report problems & disciplinary incidents to Supervisor.
- Check AED, first aid kit, rescue equipment and recreational equipment before opening beach. Restock as necessary.
- Attend drills which will be held weekly.
- Maintain current certification throughout employment period. Failure to do so will result in termination.
- Remain on the beach to perform duties until relieved by another Lifeguard.
- Cover special events.
- Complete daily reports - equipment, 1st aid kit, beach conditions, etc.
- Responsible for Club-provided lifeguard attire.

**Hourly salary positions commensurate with experience (i.e., 1st, 2nd, 3rd, etc. year guard).**

### **BEACH PATROL/ BEACH OPENING**

\*\*\*Includes available hours beginning June 19. \*\*\*\*

- Mature young Adult or older.
- From mid-June thru Labor Day
- Rotational hours/days
- Get the beaches ready for daily use during 1<sup>st</sup> shift on assigned days. Rake and clean up debris and toys on the beach.
- Ensure entrance to Clubhouse Beach via valid badge (i.e., CLCC members & guests); ensure that those persons in or about the Clubhouse display a current badge.
- Ensure entrance to Rose Beach via valid badge (i.e., CLCC members & guests)
- Coverage during normal beach operational hours including major Club activities

**Per hour wages based upon experience**

**Hours based upon planned coverage**

### **SECURITY**

- Adult preferred or mature youngadult with access to a boat.
- General Security coverage & badge checking (beaches, docks, floats, etc.)
- Coverage on weekends and select weekdays
- Hours based upon planned coverage

**Per hour wages; salary per experience**



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### **CLUBMASTER(S)**

- Full-time and possible multiple part time (or fill-in) positions.
- Need coverage at designated times for when Club is open.
- Club Hours: 7 days per week with times dependent upon Clubhouse activities schedule
- Oversee use of the Clubhouse; oversee ongoing & ad-hoc activities
- Facilitate Club activity equipment borrowing (games, basketballs, etc.).
- Responsible for Clubhouse: interior cleaning of Clubhouse, porch, yard, and steps of Clubhouse, including side basketball courts.
- On a daily basis, empty trash cans that are on the beach, bridge, inside the Clubhouse and porch; clean up property on the outside of the fence in the parking & dumpster area
- Sweep/mop floors daily during the morning AND afternoon shifts
- Clean women's and men's restrooms daily
- Ensure that those persons in or about the Clubhouse display a current badge.
- Set up for Club functions under the direction of the function's chairperson
- Not have any other person substitute as Club Manager without approval of the President and/or Governor in charge of the Clubhouse.
- Oversee the CLCC "lost & found" program

**Hourly salary position commensurate with experience & planned hours.**

**Hours based upon planned Clubhouse coverage.**

### **WSI/SWIM INSTRUCTOR WSI required (\*\*).**

- Organization & operation of the swimming program.
- Collect registration fees & supply financial report by end of 1st week of lessons.
- Get scheduling concurrence from Governor in charge of water safety.
- Turn in results of participant testing & records/log (level info) at season's end
- Hours per week based on class demand. Classes to start approx. first week of July through mid-August with registration late June and at Open House.
- Offer lessons at all levels of the American Red Cross Swimming Instruction Program, even if registrants are few.

**Hourly salary position commensurate with experience.**

### **ASS'T SWIM INSTRUCTOR (Aide)**

- Assist the Swim Instructor.
- Ability to work with children and help WSI with teaching and phone chains when communication with students is needed.
- Hours dependent upon need & Hiring Committee approval.

**Hourly salary with set minimum work hours.**



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### **CLUBHOUSE GROUNDS & MAINTENANCE**

\*\*\* Year-Round Position \*\*\*

- Proven maintenance experience.
- Skilled in hand and power tools.
- Ability to ck manuals/catalogs.
- Ability to use common tools.
- Professional presentation/attitude.
- Strong time management skills.
- Recognize and organize various tasks to be completed
- Organize and lead work days (i.e., dock day)
- Conducting routine inspections of premises and equipment.
- Performing preventative maintenance.
- Handling basic repairs and maintenance of structure & facility
- Overseeing contractors when professional repairs are necessary
- Diagnosing mechanical issues and correcting them.
- Repairing machines, equipment, or structures as necessary.
- Prepare club facilities for the off season.

**Time (based upon experience) plus material.**

### **SWIM TEAM COACH**

- Coaching experience, 1-2 years
- Familiar with NCAA rules & regulations.
- Knowledge of NJRLL rules and nuances of League swimming.
- Organization & operation of the swim team meets, practices, volunteers, and meetings.
- Get scheduling concurrence from Governor in charge of water safety.
- Swim Team season from the end of June to Championships
- Verify that all applicants are members in good standing (badge numbers).
- Collect registration fees not collected through club's mail registration program & submit fees and report to CLCC Treasurer by second day after first NJRLL meet.
- Post Championship entries 48 hours prior to NJRLL's closing deadline.

Salaried position.

### **SWIM TEAM ASS'T (Aide)**

[Potential position - based upon enrollment]

Same qualification as Swim Team Coach in addition to possessing the ability to coordinate with the Swim Team Coach

- Assist the Swim Team Coach.
- Organization and operation of the swim team meets, practices, volunteers & meetings.

Salaried with set minimum work hours