



## CLCC 2024 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.

**Please note that: 1) Direct Deposit is a condition of employment and 2) Failure to provide requested Payroll info within 1 week of receiving the electronic request (i.e., link) is a condition for possible job forfeiture.**

POSITION	QUALIFICATIONS	DUTIES/RESPONSIBILITIES	SALARY
<p>• <b>LIFEGUARDS</b> (Part Time &amp; Full Time Positions)</p> <p>***Includes available hours beginning June 22.***</p>	<ul style="list-style-type: none"> <li>▪ Lifeguard Training (including First Aid) **</li> <li>▪ Yearly CPR certification required (**).</li> <li>▪ American Red Cross Waterfront Module**</li> <li>▪ Other qualifications and experience considered.</li> <li>▪ From mid-June thru Labor Day</li> </ul>	<ul style="list-style-type: none"> <li>▪ Water &amp; beach supervision including safety, first aid, water rescue &amp; enforcement of rules.</li> <li>▪ Report problems &amp; disciplinary incidents to Supervisor.</li> <li>▪ Check AED, first aid kit, rescue equipment and recreational equipment before opening beach. Restock as necessary.</li> <li>▪ Attend drills which will be held weekly.</li> <li>▪ Maintain current certification throughout employment period. Failure to do so will result in termination.</li> <li>▪ Remain on the beach to perform duties until relieved by another Lifeguard.</li> <li>▪ Cover special events.</li> <li>▪ Complete daily reports - equipment, 1st aid kit, beach conditions, etc.</li> <li>▪ Responsible for Club-provided lifeguard attire.</li> </ul>	<p>Hourly salary positions commensurate with experience (i.e., 1st, 2nd, 3rd, etc. year guard).</p>
<p>• <b>BEACH PATROL</b></p> <p>***Includes available hours beginning June 22.***</p>	<ul style="list-style-type: none"> <li>▪ Mature young Adult or older.</li> <li>▪ From mid-June thru Labor Day</li> <li>▪ Rotational hours/days</li> </ul>	<ul style="list-style-type: none"> <li>▪ <b>1<sup>st</sup> Shift assignments require getting the beaches ready for daily use including thorough raking of the beach/sand, clean-up of debris and organization of toys.</b></li> <li>▪ Ensure entrance to Clubhouse Beach via valid badge (i.e., CLCC members &amp; guests); ensure that persons in or about the Clubhouse display a current badge.</li> <li>▪ Ensure entrance to Rose Beach via valid badge (i.e., CLCC members &amp; guests)</li> <li>▪ Coverage during normal beach operational hours including major Club activities</li> </ul>	<p>Per hour wages based upon experience</p> <p>Hours based upon planned coverage</p>
<p>• <b>CLUBMASTER(S)</b></p>	<ul style="list-style-type: none"> <li>▪ Full-time and possible multiple part time (or fill-in) positions. Need coverage at designated times for when Club is open.</li> <li>▪ Club Hours: 7 days per week with times dependent upon Clubhouse activities schedule</li> </ul>	<ul style="list-style-type: none"> <li>▪ Oversee use of the Clubhouse; oversee ongoing &amp; ad-hoc activities</li> <li>▪ Facilitate Club activity equipment borrowing (games, basketballs, etc.).</li> <li>▪ Responsible for Clubhouse: interior cleaning of Clubhouse, porch, yard, and steps of Clubhouse, including side basketball courts.</li> <li>▪ 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 &amp; dumpster area</li> <li>▪ Sweep/mop floors daily during the morning AND afternoon shifts</li> <li>▪ Clean women's and men's restrooms daily</li> <li>▪ Ensure that those persons in or about the Clubhouse display a current badge.</li> <li>▪ Set up for Club functions under the direction of the function's chairperson</li> <li>▪ Not have any other person substitute as Club Manager without approval of the President and/or Governor in charge of the Clubhouse.</li> <li>▪ Oversee the CLCC "lost &amp; found" program</li> </ul>	<p>Hourly salary position commensurate with experience &amp; planned hours.</p> <p>Hours based upon planned Clubhouse coverage.</p>

<ul style="list-style-type: none"> <li>• <b>SECURITY</b></li> </ul>	<ul style="list-style-type: none"> <li>▪ Adult preferred or mature young adult with access to a boat.</li> </ul>	<ul style="list-style-type: none"> <li>▪ General Security coverage &amp; badge checking (beaches, docks, floats, etc.)</li> <li>▪ Coverage on weekends and select weekdays</li> <li>▪ Hours based upon planned coverage</li> </ul>	<p>Per hour wages; salary per experience</p>
<ul style="list-style-type: none"> <li>• <b>WSI/SWIM INSTRUCTOR</b></li> </ul>	<p>WSI required (**).</p>	<ul style="list-style-type: none"> <li>▪ Organization &amp; operation of the swimming program.</li> <li>▪ Collect registration fees &amp; supply financial report by end of 1st week of lessons.</li> <li>▪ Get scheduling concurrence from Governor in charge of water safety.</li> <li>▪ Turn in results of participant testing &amp; records/log (level info) at season's end</li> <li>▪ 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.</li> <li>▪ Offer lessons at all levels of the American Red Cross Swimming Instruction Program, even if registrants are few.</li> </ul>	<p>Hourly salary position commensurate with experience.</p>
<ul style="list-style-type: none"> <li>• <b>ASS'T SWIM INSTRUCTOR (Aide)</b></li> </ul>		<ul style="list-style-type: none"> <li>▪ Assist the Swim Instructor.</li> <li>▪ Ability to work with children and help WSI with teaching and phone chains when communication with students is needed.</li> <li>▪ Hours dependent upon need &amp; Hiring Committee approval.</li> </ul>	<p>Hourly salary with set minimum work hours.</p>
<ul style="list-style-type: none"> <li>• <b>SWIM TEAM COACH</b></li> </ul>	<ul style="list-style-type: none"> <li>▪ Coaching experience, 1-2 years</li> <li>▪ Familiar with NCAA rules &amp; regulations.</li> <li>▪ Knowledge of NJRLL rules and nuances of League swimming.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Organization &amp; operation of the swim team meets, practices, volunteers, and meetings.</li> <li>▪ Get scheduling concurrence from Governor in charge of water safety.</li> <li>▪ Swim Team season from the end of June to Championships</li> <li>▪ Verify that all applicants are members in good standing (badge numbers).</li> <li>▪ Collect registration fees not collected through club's mail registration program &amp; submit fees and report to CLCC Treasurer by second day after first NJRLL meet.</li> <li>▪ Post Championship entries <u>48 hours prior</u> to NJRLL's closing deadline.</li> </ul>	<p>Salaried position.</p>
<ul style="list-style-type: none"> <li>• <b>SWIM TEAM ASS'T (Aide)</b> <i>[Potential position - based upon enrollment]</i></li> </ul>	<p>Same qualification as Swim Team Coach in addition to possessing the ability to coordinate with the Swim Team Coach</p>	<ul style="list-style-type: none"> <li>▪ Assist the Swim Team Coach.</li> <li>▪ Organization and operation of the swim team meets, practices, volunteers &amp; meetings.</li> </ul>	<p>Salaried with set minimum work hours.</p>