



CLCC 2023 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.

POSITION	QUALIFICATIONS	DUTIES/RESPONSIBILITIES	SALARY
<p>• LIFEGUARDS <i>(Part Time & Full Time Positions)</i></p> <p>***Includes available hours beginning June 24.***</p>	<ul style="list-style-type: none"> ▪ 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 	<ul style="list-style-type: none"> ▪ 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. 	<p>Hourly salary positions commensurate with experience (i.e., 1st, 2nd, 3rd, etc. year guard).</p>
<p>• BEACH PATROL/ BEACH OPENING</p> <p>***Includes available hours beginning June 24.***</p>	<ul style="list-style-type: none"> ▪ Mature young Adult or older. ▪ From mid-June thru Labor Day ▪ Rotational hours/days 	<ul style="list-style-type: none"> ▪ Get the beaches ready for daily use during 1st 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 	<p>Per hour wages based upon experience</p> <p>Hours based upon planned coverage</p>
<p>• SECURITY</p>	<ul style="list-style-type: none"> ▪ Adult preferred or mature young adult with access to a boat. 	<ul style="list-style-type: none"> ▪ General Security coverage & badge checking (beaches, docks, floats, etc.) ▪ Coverage on weekends and select weekdays ▪ Hours based upon planned coverage 	<p>Per hour wages; salary per experience</p>
<p>• CLUBMASTER(S)</p>	<ul style="list-style-type: none"> ▪ 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 	<ul style="list-style-type: none"> ▪ 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 	<p>Hourly salary position commensurate with experience & planned hours.</p> <p>Hours based upon planned Clubhouse coverage.</p>

<p>• WSI/SWIM INSTRUCTOR</p>	<p>WSI required (**).</p>	<ul style="list-style-type: none"> ▪ 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. 	<p>Hourly salary position commensurate with experience.</p>
<p>• ASS'T SWIM INSTRUCTOR (Aide)</p>		<ul style="list-style-type: none"> ▪ 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. 	<p>Hourly salary with set minimum work hours.</p>
<p>• CLUBHOUSE GROUNDS & MAINTENANCE</p> <p>*** Year-Round Position ***</p>	<ul style="list-style-type: none"> ▪ Proven maintenance experience. ▪ Skilled in hand and power tools. ▪ Ability to ck manuals/catalogs. ▪ Ability to use common tools. ▪ Profess'nl presentation/attitude. ▪ Strong time management skills. 	<ul style="list-style-type: none"> ▪ 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. 	<p>Time (based upon experience) plus material.</p>
<p>• SWIM TEAM COACH</p>	<ul style="list-style-type: none"> ▪ Coaching experience, 1-2 years ▪ Familiar with NCAA rules & regulations. ▪ Knowledge of NJRLL rules and nuances of League swimming. 	<ul style="list-style-type: none"> ▪ 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 <u>48 hours prior</u> to NJRLL's closing deadline. 	<p>Salaried position.</p>
<p>• SWIM TEAM ASS'T (Aide)</p> <p><i>[Potential position - based upon enrollment]</i></p>	<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"> ▪ Assist the Swim Team Coach. ▪ Organization and operation of the swim team meets, practices, volunteers & meetings. 	<p>Salaried with set minimum work hours.</p>