



## Seasonal Employment Job Descriptions (2013)

### Life Guard

We are looking for 6 Life Guards to provide assistance to and ensure the safety of our members, their families and guests. These are temporary, summer positions with Tuesday-Sunday hours available from late May through early September. Weekend hours are available through end of September.

#### *Duties:*

- Maintain pool area safety via preventive life guarding and enforcement of pool rules
- Maintain the pool area and make sure it is straightened at the end of each shift
- Assist with other duties as required under the supervision of the Aquatics Manager.

#### *Requirements:*

- Age 15 or older
- Current certification in American Red Cross Lifeguard Training, First Aid and CPR
- Work Permit (if under age 18 and/or high school student)
- Responsible, Positive Attitude
- Available to work both weekday and weekend hours
- Previous lifeguard experience a plus

Wages are paid bi-weekly at \$9.00 - \$12.00 per hour based on qualifications and experience.

### Swim Instructor

We are looking for 4 Swim Instructors to teach beginning swim lessons and water play/familiarization classes. These are temporary, summer positions with Tuesday-Friday AM hours available from mid-June through the end of August. Weekend AM and or Weekday evening hours may be available depending on class demand.

#### *Duties:*

- Lead each youth swim lesson class of up to 4 students
- Explain, demonstrate and teach swimming and diving based on class level and student ability
- Ability to motivate students through fun swim activities, games and drills while being firm enough to control the lesson

#### *Requirements:*

- Age 16 or older
- Work Permit (if under age 18 and/or high school student)
- Water Safety Instructor (WSI) preferred
- Responsible, Positive Attitude
- Available to work weekday AM hours
- Minimum 1 year experience

Wages are paid bi-weekly at \$10.00 – \$13.50 per hour based on qualifications and experience

## Swim Instructor Assistant

We are looking for 2 Swim Instructor Assistants to help with swim lessons and water play/familiarization classes. These are temporary, summer positions with Tuesday-Friday AM hours available from mid-June through the end of August. Weekend AM and or weekday evening hours may be available depending on class demand.

### *Duties:*

- Assist swim instructor with youth swim lessons

### *Requirements:*

- Age 14 or older
- Work Permit (if under age 18 and/or high school student)
- Good Swimmer
- Responsible, Positive Attitude
- Available to work weekday AM hours

Wages are paid bi-weekly at \$7.50 - \$8.50 per hour based on qualifications and experience

---

## WORK PERMIT INFORMATION

### What is a work permit and where can I get one?

A work permit is a legal document required by the state of California that allows a person under 18 years of age to hold a job. You may get a work permit from your local public high school. There are four steps in obtaining a work permit:

1. Obtain a work permit application in the Career Center at your local high school (or the application form may be downloaded from the CA State Department of Education website: [http://www.cde.ca.gov/ci/ct/we/documents/b1-1\\_doc](http://www.cde.ca.gov/ci/ct/we/documents/b1-1_doc))
2. Fill out the personal information at the top of the application, have Cloverdale Cabana Club fill out the information required in the middle portion and have a parent or guardian sign the bottom portion of the application.
3. Return the completed work permit application to your high school where the work permit will be processed and typed.  
**Your school will need 48 hours to process the Work Permit.**
4. Bring the typed work permit back to the prospective employer.

### At what age can I get a work permit?

Minors aged 12 through 17 are required to get work permits before starting a job. A minor under the age of 12 cannot receive a work permit except in the entertainment industry. There are a few exceptions to these rules. No work permit is required for the following jobs: 1) certain agricultural industry jobs, 2) odd jobs in private homes such as gardening and babysitting, 3) newspaper delivery jobs, 4) casual work in a family-owned business, and 5) self-employment.

### Does a work permit require school attendance?

Minors under 18 years of age must attend school to get a work permit. If a student graduates from high school before age 18, he or she no longer needs a work permit. If a student passes the California High School Proficiency Exam (CHSPE) or the G.E.D. before the age of 18, he or she no longer needs a work permit. When an employer hires someone under 18 years old who has graduated, passed the CHSPE or G.E.D., the document verifying that fact must be given to the employer as proof that no work permit is required. Minors between 16 and 18 years of age who have dropped out of school must be enrolled in continuation or adult school classes for at least four hours per week before getting a work permit. Emancipated minors must attend school in order to get a work permit. Emancipated minors are still required to get a work permit before being employed but may obtain the work permit without parent consent and signature.

### Can a work permit be taken away?

Yes, the work permit can be cancelled and taken away at any time by a high school administrator. In addition, a work permit can be cancelled at a parent's request with good reason. Good reasons for canceling a work permit include: job does not fit legal requirements for minors, hours scheduled create a truancy or absence problem for student, or job demands are causing student to fail school classes.

### When does a work permit expire?

A minor must obtain a work permit for each job. A work permit is no longer valid when a minor quits or leaves a job. A new work permit application must be filled out for each new job. In addition, all work permits in the state of California expire five days after the opening of school in the fall. This is to insure that all minors report to school in the fall before continuing to work after summer vacation. Therefore, if a minor obtained a job and work permit in June and still had that same job in September, the work permit would expire. The minor would need to obtain a new work permit for the new school year even though it was for the same continuing job.