



CULTURAL HOMESTAY INTERNATIONAL

CHI BRINGS PEOPLE TOGETHER SINCE 1980!

JOB DESCRIPTION

USA WORK & TRAVEL PROGRAM



Employer Information

Employer name: DRD Pool Service Inc
Type of business: Pool Management
Job location: DRD Pool Service
City: GLEN BURNIE
State: MD
Zip: 21061
Website: drdpools.com

Why choose us?

The job of a lifeguard helps build personal confidence & responsibility in a very pleasant and friendly work environment. Employees will receive a .50 bonus at end of summer if they complete their work dates and have no issues. The Annapolis area is a great location for students to take day trips to Baltimore, Washington DC & NYC on your day off.

Cultural exchange activities

Baltimore Orioles game and assistance with planning day trips.

Position

Job title: Lifeguard

Job description and required skills: The primary responsibility is to maintain the safety of the patrons in the pool. You will also be responsible for cleaning the facility which includes bathrooms, the pool and pool area. Lifeguards monitor the pool filters and chemicals of the pool as well. Customer service is a very important element and you must have a friendly demeanor and be approachable at all times. You must be a proficient swimmer and able to swim 180 meters without stopping as well as tread water for 1 min and retrieve a 4.54 kilogram brick from 3 meters deep. Advanced English is needed as conversing with patrons is required.

English level required: advanced

Hourly wage (before taxes): 9.25

Position ID: 33829



Position Information

Bonus:	yes
Bonus conditions:	.50 per hour worked over the summer is paid if you work your entire prgm dates and have no issues.
Estimated hours per day:	7-10
Number of days per week:	5-6
Possibility of students getting more than estimated hours:	yes
If so, is overtime paid at the rate of 1.5 hourly, after 40 hours of work per week?	yes
Earliest start date:	05/15/2017
Latest start date:	06/10/2017
Earliest end date:	09/01/2017
Latest end date:	09/25/2017
Is the employer willing to hire couples?	yes
Is the employer willing to hire group of friends?	yes
Are meals included?	no
Is a drug test required?	no
Is Skype interview required?	yes
Do students complete an additional application upon arrival?	yes
Possibility to find a second job in the area	yes
Second jobs require you to contact CHI at chiwt@chinet.org or 1-800-432-4643 to receive the required form. The new potential employer will need to complete it. Both you and the employer will need to sign and return it to CHI for approval.	
You can work with a new secondary employer ONLY AFTER you have received written authorization from CHI.	
Additional comments regarding second job:	Cannot interfere with this schedule.
How soon after arrival will participants begin working?	After training is completed.
Specific instructions for arrival to employer:	Must provide arrival plans to employer at least 24 hrs in advance as well as arrange with your coordinator.
Is training required?	yes
Conditions of training:	Student will pay \$195 and must pass the swim test & the pool operators class.
Is there possibility to change positions?	no
Are students required to wear a uniform?	yes
Does employer provide uniform?	yes
Is uniform refundable?	no



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Do students need to purchase specific clothes or footwear? no
If so, details for clothing: The uniform is covered with the training fee of \$195.00

Additional information:
 Students must pass lifeguard certification which students must be able to swim 200 yards, (or 180 meters), tread water for 1 minute w/o the use of hands and surface dive to retrieve a brick at a depth of 3 meters. They also must pass the pool operator's class that is a classroom presented course. All returning students will be paid \$9.75/hr. Students must have conversational English skills, Be able to ride a bicycle and work outdoors in a community pool environment. Working thru agreed upon end date is a must.
 No housing deposit however, if any damages they will be charged and deducted from last paycheck.

Housing Information

Housing name: DRD Pool Service
Housing address: TBA
City: Annapolis, MD
 410-761-4999
Fax:
Contact: Noelle Navarro
Email: N_navarro@drdpools.com
Website: www.drdpools.com
Housing assisted by: Employer
Is student required to sign a separate housing contract? yes
Type of housing: Apartment
Number of people to a room: 3
Bedrooms: 2-3
Bath: 1-2
Estimated cost of housing per week: \$125
Is housing cost deducted from paycheck? yes
Is housing deposit required? no
Deposit amount: n/a
Housing deposit due date: n/a
Is housing deposit refundable? no
Conditions for deposit refund: If there are any damages they will be deducted before final check is issued.
Utilities included: yes



If so, utilities details:	Basic utilities, wi-fi, & telephone
Is the housing mandatory?	yes
Can students find alternative housing during their stay?	no
Method of transportation from housing to work site:	Public transportation
Transportation details:	Some locations you can walk or ride a bike, sometimes employer will transport as needed.
Additional housing features:	Basic furnishings & bed linens
Location of work site best described as:	Metropolitan
Location details:	Medium sized city by the Chesapeake bay. Close to Washington DC as well as many great cities on the east coast.
Average daily temperature:	75-95 F
Community or regional website:	Visitannapolis.org
Nearest cities:	Baltimore
What to wear:	Summer attire, shorts, jeans, t-shirts, sandals
Available public transportation:	Bus & light rail
Accessible amenities (by walking or public transportation):	
Food market:	yes
Shopping mall:	yes
Post office:	yes
Bank:	yes
Movie theater:	yes
Restaurants:	yes
Fitness center:	yes
Laundry:	yes
Internet café:	yes
Public library:	yes



Suggested Travel Information

Nearest international airport:	Baltimore
Nearest airport:	Baltimore- BWI
Transportation from airport to employer and / or housing:	Baltimore Light Rail or DRD shuttle
Nearest bus station (to the airport):	Greyhound at Haines St
Bus information (web site):	greyhound.com
Nearest train information (to the airport):	BWI Light rail station
Train information (web site):	www.mta.maryland.gov/marc-station-information
If participant arrives after hours suggested, overnight accomodation:	Holiday Inn BWI or Holiday Inn express
Cost per night:	\$100-150
Transportation to overnight accomodation:	Shuttle
Specific instructions:	Student must confirm travel arrangements with employer at least 24 hrs prior. Student must arrive between 8am & 6pm. If you arrive after 6pm you must go to a hotel and contact the employer in the morning after 9am.

Social Security Information

Does the company require students to have Social Security number before arriving to the work place?	no
Does the company provide Social Security application assistance?	yes
Where is the closest Social Security office?	180 Admiral Cochrane Dr. Annapolis



EXCHANGE STUDENT EMPLOYMENT CONTRACT

Name _____

Summer of employment **2017** Pay rate **\$9.25/hr (plus \$0.50/hr end of season bonus for all hours worked in 2017)***

Starting date of employment: 05/27/17

Ending date of employment: 09/04/17

As an employee of DRD Pool Management, Inc. ("DRD Pools"), you are required to perform your duties in accordance with the *International Employee Reference Manual*. A copy of the *International Employee Reference Manual* is being provided to you with this contract. Your signature on the reverse side represents an acknowledgment of receipt of the *International Employee Reference Manual*.

The following are specific conditions of employment. By signing this contract, you are agreeing to abide by these conditions. Any failure to abide by these conditions may result in the termination of your employment at the discretion of DRD Pools.

1. Safely guard the swimming facility in accordance with DRD Pools' *International Employee Reference Manual*.
2. Maintain the cleanliness of the swimming facility in accordance with DRD Pools' *International Employee Reference Manual*.
3. Maintain the operation of the swimming facility in accordance with DRD Pools' *International Employee Reference Manual*.
4. Supervise the behavior of the patrons using the swimming facility in accordance with DRD Pools' *International Employee Reference Manual* and the facility's pool rules.

5. Be in possession of the following checked certifications by the starting day of employment:

Lifeguard Certification	<u> X </u>	Pool Operators License	<u> X </u>
CPR FPR	<u> X </u>	First Aid	<u> X </u>

6. Act in a professional manner and render the usual and customary duties and services of employment.
7. Hours worked must be in accordance with the DRD Pools office approved schedule, and your hours must be recorded daily in accordance with the InfiniTime Payroll Procedure. The InfiniTime Payroll Procedure must be followed in order to be paid in accordance with the payroll schedule. Wages will be paid biweekly.
8. The failure to report to work, to report to work on time, or the taking of unscheduled time off will not be tolerated and is cause for immediate dismissal.
9. All requests for time off must go through the DRD Pools office. No one else can authorize unscheduled time off.
10. The final paycheck of the summer will not be released until the issued lock box key is returned to the DRD Pools office and all housing and related property has been checked and found to be in good condition. Any and all destruction/damages to your apartment throughout the summer or found during the final inspection and furniture move-out will be divided equally among apartment tenants. Keeping property in good condition is the responsibility of the employee.
11. Due to the labor shortage during the final three (3) weeks of the summer season (August 15-Labor Day), unscheduled time off will not be permitted.

12. Each employee agrees not to accept employment, either by the owner of any pool facility or another company, for a period of one (1) year at any job site the employee was assigned to by DRD Pools.

13. Each employee agrees that a sum of \$125 per week (\$17.86 per day) will be taken out of their paycheck to cover housing and related expenses.

14. Each employee agrees that a sum of \$195 will be taken out of their paycheck to cover training (One time only fee). The training fee includes the StarGuard lifeguard training course (Lifeguard/CPR certification), 1 year access to the StarGuard online training course and materials, one CPR Mask with Fanny Pack, one whistle, the pool operators course and license, transportation to/from training classes, and a DRD lifeguard uniform package.

Because many students will be either traveling or back home at the time of the September 18th paycheck, it is mandatory that you are enrolled in Global cash card.

15. Each employee agrees to wear the DRD lifeguard uniform while at work. The DRD lifeguard uniform is included in the training fee and will be taken out of their paycheck. The Male DRD lifeguard uniform package includes one hat, one pair of sun glasses, one swim suit, and two shirts. The Female DRD lifeguard uniform package includes one hat, one pair of sun glasses, one swim suit, one shirt, and one pair of short.

16. Any employee who leaves prior to the specified InterExchange contract “work finish” or “end date” will be in breach of this contract. The employee will be financially responsible for paying the full Non-DRD Employee Lifeguard Training fee remaining balance (\$150) and will not receive the end of the season bonus (\$0.50/hr for all hours worked in season). The employee will have 24 hours from receipt of the resignation letter to vacate the property.

17. Melanoma skin cancer is the fastest growing form of cancer in the United States. Nine out of every ten cases of skin cancer are directly caused by the sun. Prevention is a matter of guarding the skin against the known causes. Since the sun and its ultraviolet rays cause skin cancer, limiting the exposure of the skin to the sun and its ultraviolet rays is critical. The following forms of protection must be used:

- Apply sunblock which is SPF 30. It is imperative that the sunblock is waterproof and applied to all areas of the body which are exposed to the sun. This should be done in accordance with the directions of the product you are using.
- Cover your skin with clothing and sun shield items (ie. hat, sunglasses, and clothing).

18. I agree to perform the duties of a lifeguard in accordance with the “StarGuard Professional Lifeguard Best Practices.”

I agree to the terms of this Exchange Student Employment Contract, including, but not limited to the provision that permits the employer to withhold the remaining amount of the Non-DRD Employee Lifeguard Training fee owed if I violate my agreement of this contract prior to the end of the term. Furthermore, my signature is an acknowledgment of my receipt of the DRD Pools *International Employee Reference Manual* and acceptance to perform my duties in accordance with the *International Employee Reference Manual*. Furthermore, my signature is an acknowledgment that I have been informed of the cause and prevention measures concerning Melanoma skin cancer.

Employee's Signature

Employer's Signature

Date

Date