



CHI WORK AND TRAVEL

255 West End Avenue
San Rafael, CA 94901 USA

1-800-432-4643 x2
1-415-459-5397 x2

chiwt@chinet.org

wt.chinet.org

Job Description

EMPLOYER INFORMATION

Employer Name: DRD Pool Management
Type of Business: Pool Management
Job location: 16 STENERSON LN STE HUNT
Location type: Metropolitan area
City: Hunt Valley
State: MD
Zip: 21030
Website: www.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 Baltimore area is a great location for students to take day trips to Washington DC & NYC on your day off.

Cultural exchange activities

Baltimore Orioles game and assistance with planning day trips.

Position

Job title: Lifeguard

Job prerequisites: 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. Students must have conversational English skills, be able to ride a bicycle and work outdoors in a community pool environment. Working through agreed upon end date is a must. No housing deposit, however damages will be charged and deducted from last paycheck.

Job description: 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): 10.00

Wage comments: Pay Rate: 1st year student = \$10.00/hour, 2nd year student = \$10.50/hour

Meals: No

Meals details:

Position ID: 5118

Position Information

Tips:

Bonus: Yes



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Bonus comments: .50 per hour worked over the summer is paid if you work your entire program dates and have no issues.

Estimated hours per day: 7-10

Number of days per week: 5-6

Overtime: Yes

Overtime details:

Earliest start date: 5/18/2018

Latest start date: 6/27/2018

Earliest end date: 8/31/2018

Latest end date: 9/27/2018

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

Drug test comments:

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 primary job.

When will work begin? After training is completed.

Arrival Instructions: Student must confirm travel arrangements with employer at least 48 hours prior to arrival. Student, should plan on arriving to the employers main office (16 Stenersen Lane, Suite 4 A, Hunt Valley, MD 21030) between 8:00am-6:00pm. If arrival is after 6:00pm the student should plan on staying at a local hotel and contact the employer the next morning between 8:00am-9:00am.

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

Uniform required? Yes

Does employer provide uniform? Yes

Cost of uniform:

Is uniform refundable? No

Uniform provided details:

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.

Grooming:

Important points of job:



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Additional position 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. Students must have conversational English skills, be able to ride a bicycle and work outdoors in a community pool environment. Working through agreed upon end date is a must. No housing deposit, however damages will be charged and deducted from last paycheck.

Housing Information

Housing name: DRD Pool Management

Housing address: 1008 SPA RD

City: Annapolis

Phone: (410) 891-4270

Fax:

Contact: Russ Bestenheider

Email: rbestenheider@drdpools.com

Website:

Housing assisted by: Employer

Is student required to sign a separate housing contract? Yes

If so, contract details: The cost of housing is \$125 a week. Employees can expect to pay for rent every two weeks through a paycheck deduction. No deposit is required, however students will be responsible for damages to apartment upon completion of a final walk-through by the landlord. *Due to the high volume of students, this may occur after you have left and you will be notified of any damages/deductions from DRD Pools.

Type of housing: Apartment

Number of people to a room: 3

Bedrooms: 2-3

Bath: 1

Cost Type: Week

Cost Amount: \$125.00

Cost Details The cost of housing is \$125 a week. Employees can expect to pay for rent every two weeks through a paycheck deduction. No deposit is required, however students will be responsible for damages to apartment upon completion of a final walk-through by the landlord. *Due to the high volume of students, this may occur after you have left and you will be notified of any damages/deductions from DRD Pools.

Is housing cost deducted from paycheck? Yes

Is housing deposit required? No

Deposit amount:

Housing deposit due date:

Instructions for deposit payment:

Is housing deposit refundable? No

Conditions for deposit refund:

Utilities included: Yes



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If so, utilities details: Water, air conditioning, electricity, telephone, internet, and furniture will be included in the rent payment

Utilities estimated cost per month: 0.00

Is the housing mandatory? Yes

Can students find alternative housing during their stay? No

Method of transportation from housing to work site: Own

Transportation details: All work sites are located between 0 and 5 miles from the housing locations. Transportation to the work site is NOT provided by the employer and public transportation is accessible from all apartment placements. Students are strongly encouraged to obtain bicycles for transportation to work.

Additional housing features:

Comments:

Location Area Information

Location type: Metropolitan area

Location of work site best described as:

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: 70-90 F

Community or regional website: www.baltimore.org

Nearest cities: Baltimore

Distance to nearest cities:

What to wear: Summer attire, shorts, jeans, t-shirts, dresses

Available public transportation: Bus & light rail

Public transportation access: Yes

Accessible amenities (by walking or public transportation)

Food market: Yes

Shopping mall: Yes

Post office: Yes

Movie theater: Yes

Restaurants: Yes

Fitness center: Yes

Laundry: Yes

Internet café: No

Public library: Yes



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Suggested Travel Information

Nearest international airport: Baltimore

Nearest airport: Baltimore- BWI

Transportation from airport to employer
and / or housing: 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
accommodation: Holiday Inn BWI or Holiday Inn express

Cost per night: \$100-150

Transportation to overnight accommodation: Shuttle

Transportations cost:

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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

If so, details:

Where is the closest Social Security office? 28 ALLEGHENY AVENUE TOWSON, MD

How far is the Social Security office from the
work place?

Specific instructions:



EXCHANGE STUDENT EMPLOYMENT CONTRACT

Name _____

Summer of employment **2018** Pay rate **\$10.00/hr (plus \$0.50/hr end of season bonus for all hours worked in 2018)***

Starting date of employment: 05/26/18

Ending date of employment: 09/03/18

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 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 their Final 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 swim suit, and two shirts. The Female DRD lifeguard uniform package includes one hat, one swim suit, one shirt, and one pair of short.

16. Any employee who leaves employment prior to the Sponsors specified contract “work finish 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 sun block which is SPF 30. It is imperative that the sun block 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



OPENING DOORS TO THE WORLD SINCE 1980!

•CULTURAL HOMESTAY INTERNATIONAL•

— A Non-Profit Educational Exchange Program —

Dear Students,

Welcome to CHI's Work & Travel Program! We are excited to have you join us during your summer holiday and are committed to ensuring that you have an enriching experience in the United States. Print this email & keep it with you **AT ALL TIMES**. It contains very important information.

There are a few things that you will need to do now:

1. Once you are approved for a visa, purchase a plane ticket and email me your flight information as soon as possible.
2. Log onto www.SEVIS.org and enter your flight information. Please fill in as much information as possible, including flight time.
3. Arrange your own housing, choosing from the options provided in a separate attachment.

ARRIVAL INSTRUCTIONS

Please travel to the United States prepared to pay cost of travel and temporary housing. Also, bring additional money with you to cover the cost of food and housing. There may be a 3 or 4 week delay before you receive your first paycheck from your employer..

Be sure to have all documents that CHI and your agency provided so you won't have any issues entering the USA.

HOUSING

Your employer will be providing your housing. You must give us advance notice of your arrival so they can coordinate getting you into your housing. You need to arrive between 9am & 6pm and if your flight is after 6pm please plan on spending your first night in a hotel.

AREA INFORMATION

The area consists of Baltimore Maryland, Washington DC & Virginia. Depending on the pool you are assigned to will determine where you will reside however, all areas are close to each other & accessible via public transportation.

With so many things to do in Baltimore, you'll find it's the perfect place for work as well as pleasure. It is home to many tasty restaurants, unique shopping, live entertainment, local pubs and taverns. Baltimore offers famous art, cultural and historic museums, including the National Aquarium, the Maryland Science Center, and the Reginald F. Lewis Museum of Maryland African American History. The city also boasts a very rich cultural history and by touring historical attractions in Baltimore like Fort McHenry - home of the American National Anthem - you will gain a new perspective of America. The city has several options for outdoor activities such as parks, hiking and bike trails and community centers. Baltimore is also only a 30 minute train ride to Washington DC, our nations capitol. It is also in close proximity to many great east coast cities such as Philadelphia, Pittsburgh, and New York City as well as the ocean. Great trips for your days off. Summer weather can vary from very warm to rainy days. plan on average temperatures of 70-90°F. Bring appropriate attire to be comfortable.

Have a safe trip and please stay in touch.

Victoria Cani

Regional Manager

407-719-6002