



## 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:** MGN Pools  
**DBA:**  
**Type of Business:** Pool Management  
**Job location:** 7758 LOWMOOR RD  
**Location type:** Suburban area  
**City:** Springfield  
**State:** VA  
**Zip:** 22153  
**Website:** mgnpools.com

#### Why choose us?

You get to spend the summer outside, making a difference, learn how to save lives, stay in shape, learn lifetime skills, become part of a team, improve your resume, meet new people and develop positive relationships.

#### Cultural exchange activities

The employer takes the students to the following landmarks and cultural activities: Visit Washington, D.C., National Mall, museums, zoo, George Washington's house and they also have an end of year cookout for the students.

#### Position

**Job title:** MGN Pools - Lifeguard, Pool Attendant

**Job prerequisites:** Minimum swimming requirements - Lifeguard Training by ARC \*Swim 300 meters un-timed swim using both Freestyle and Breaststroke. \*Swim 20 meters and submerge to a depth of 3 meters to pick up a 5 kg brick. Then bring the brick to the surface and swim on your back holding the brick above the water to the starting point. Once this portion of the class is completed you move onto the remainder of the class, where First Aid, CPR, Rescue Techniques Transportation to. The duration of a class is 3 days. FREE Red Cross Lifeguard training, which employees will receive a certificate which is valid for 2 years. FREE pool operator certificate and the Host Company will assist you in these courses.

**Job description:** As a lifeguard you will have to ensure a safe and healthy environment for the swimmers. In addition, the lifeguard must check and maintain specific chemical levels in the pool. Additional required duties are: Cleaning the pool and surrounding area, cleaning the restrooms, trash removal and enforcing gate control at the facility.

**English level required:** Intermediate

**Hourly wage (before taxes):** 11.00

**Wage comments:** Returning students will get \$11.25 per hour

**Position ID:** 13967

#### Position Information

**Tips:** N/A

**Bonus:** Yes

**Bonus comments:** \$500 will be received if you do not violate the MGN pools safety code and policies and if you work from 5/29/2021 to 9/6/2021.

**Estimated hours per day:** 7-8

**Number of days per week:** 5-6



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## Job Description

Overtime: Yes

Overtime details: \$16.50 per hour (over 40 hours in the same week). \$16.88 for returning students.

Earliest start date: 5/10/2021

Latest start date: 6/20/2021

Earliest end date: 9/5/2021

Latest end date: 9/10/2021

Is the employer willing to hire couples? Yes

Is the employer willing to hire group of friends? Yes

Meals? No

Meals details:

Is a drug test required? No

Drug test comments:

Is employer interview required? No

Employer interview details:

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](mailto: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: Before starting a 2nd job, student MUST contact CHI. Please contact your Program Coordinator, Renee Hofmeister at [chireneeh@chinet.org](mailto:chireneeh@chinet.org)

When will work begin? After the lifeguard training has been completed.

Arrival Instructions: Please contact your employer after you have purchased your flight ticket. Your employer will arrange your pick-up from the airport.

Is training required? Yes

Conditions of training: \*Swim 300 meters un-timed swim using both Freestyle and Breaststroke. \*Swim 20 meters and submerge to a depth of 3 meters to pick up a 5 kg brick. Then bring the brick to the surface and swim on your back holding the brick above the water to the starting point. \*Once this portion of the class is completed you move onto the remainder of the class, where First Aid, CPR, Rescue Techniques are taught. The duration of a class is 3 days.

Is there possibility to change positions? No

Uniform required? Yes

Does employer provide uniform? Yes

Cost of uniform: Free

Is uniform refundable? No

Uniform provided details:

Do students need to purchase specific clothes or footwear? No

If so, details for clothing: Must be in uniform at all times when on duty.

Grooming: Employees have to be in uniform at all times when on duty. Must have good hygiene (wear deodorant). Guys: clean shaven. Girls: no long fingernails or bold nail polish. Long hair must be pulled up and away from face/off shoulders at all times.

Important points of job: To be properly trained in CPR, First Aid, and pool operating.



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**Additional position information:** Please make sure you are a good swimmer and you are healthy enough to be in the summer heat all day. If you are not a good swimmer you will not be able to pass the test, and as a result you will not be able to work for this employer. Please make sure you read the attached document for more specific details on your lifeguard training and the amount that you will be charged for your training. This employer has several locations and you will be assigned to one after you have completed your training. Transportation to work and from work will be by bus (public transit) or the employer will take you to/from work and housing. There are several different locations, and the employer will assign your location and housing upon arrival. The locations are in suburban parts of Northern Virginia.

### Housing Information

**Housing name:** 2019 - MGN Pools - Braddock Alexandria

**Housing address:** 4874 W BRADDOCK RD

**City:** Alexandria

**Phone:**

**Fax:**

**Contact:** Jennifer McNabb

**Email:** jmcnabb@msc-rents.com

**Website:**

**Housing assisted by:** Employer

**Is student required to sign a separate housing contract?** Yes

**If so, contract details:** Housing contract to be signed upon arrival. If the participant is terminated or leaves MGN Pools before the date specified in the Job Offer, the participant will be responsible for any unpaid rent, to include the remaining weeks left in your Job Offer end date.

**Type of housing:** Apartment

**Number of people to a room:** 2-3

**Bedrooms:** 2-3

**Bath:** 1-2

**Cost Type:** Week

**Cost Amount:** \$140.00

**Cost Details** \$140 per student, per week

**Is housing cost deducted from paycheck?** Yes

**Is housing deposit required?** Yes

**Deposit amount:** \$200

**Housing deposit due date:** Arrival

**Instructions for deposit payment:** Deposit is due upon arrival, or can be deducted from your paycheck.

**Is housing deposit refundable?** Yes

**Conditions for deposit refund:** If an employee leaves MGN Pools or is terminated earlier than the date specified in the Job Offer (i.e. Does not work through the end of their Job offer dates); employee will be responsible for all remaining unpaid rent (total amount for the remaining weeks as indicated dates in your job offer).

**Utilities included:** Yes

**If so, utilities details:** Includes phone, water, electric, garbage, heat and air conditioning.

**Utilities estimated cost per month:** 0



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### Job Description

- Is the housing mandatory?** Yes
- Can students find alternative housing during their stay?** No
- Method of transportation from housing to work site:** Employer Provides
- Transportation details:**
- Additional housing features:** Apartments are partially furnished. They have a full kitchen and all utensils necessary to prepare meals.
- Comments:** Please bring your own personal necessities such as towels, sheets, pillows and toiletries. If a participant will be in the housing longer than 9/9/2018, you must notify MGN Pools by 8/9/2018.

### Location Area Information

- Location type:** Suburban area
- Location of work site best described as:** Northern Virginia
- Location details:** The employer has several locations, in the Northern Virginia area. They are residential communities, located in the outskirts of Washington, D.C.
- Average daily temperature:** 70-90 F (Summer)
- Community or regional website:** [www.springfield.virginia.com](http://www.springfield.virginia.com)
- Nearest cities:** Washington, DC
- Distance to nearest cities:** 14 miles
- What to wear:** Shorts, t-shirt, jeans and lightweight jacket for evenings.
- Available public transportation:** Northern Virginia Commuter Page
- Public transportation access:** [www.commuterpage.com/pages/tools-resources/transit-schedules/nova-schedules/](http://www.commuterpage.com/pages/tools-resources/transit-schedules/nova-schedules/)

### 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:** Yes
- Public library:** Yes



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#### Suggested Travel Information

- Nearest international airport:** Dulles International Airport (IAD)
- Nearest airport:** Ronald Reagan Washington National Airport (DCA)
- Transportation from airport to employer and / or housing:** Employer will pick up students at the airport.
- Nearest bus station (to the airport):** Union Station, Washington, DC
- Bus information (web site):** [www.greyhound.com](http://www.greyhound.com)
- Nearest train information (to the airport):** Amtrak
- Train information (web site):** [www.amtrak.com](http://www.amtrak.com)
- If participant arrives after hours suggested, overnight accomodation:** Employer will provide transportation to housing. This means, the employer will make sure someone takes you to/from work and housing.
- Cost per night:** Students will be taken straight to housing.
- Transportation to overnight accomodation:** Employer will pick students up anytime.
- Transportations cost:** N/A
- Travel Instructions:** Students will need to contact the staffing director (Georgi Dimov) and the Program Coordinator (Renee Hofmeister), with CHI by email. Please provide your flight number, date and time of your arrival and the airline you are using. MGN pools will pick you up when you arrive, and take you directly to your housing location. There is no charge for transportation, and they will pick you up anytime. Please email the travel details to [mgnpools@yahoo.com](mailto:mgnpools@yahoo.com) and [chireeneh@chinet.org](mailto:chireeneh@chinet.org).

#### 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:** The employer will take students to apply for Social Security. There is no charge for the transportation.
- Where is the closest Social Security office?** Alexandria, VA
- How far is the Social Security office from the work place?** 8 miles
- Specific instructions:** PLAZA 500 SUITE 190 6295 EDSALL ROAD ALEXANDRIA, VA 22312  
Monday, Tuesday, Thursday, Friday: 9:00 AM - 3:00 PM  
Wednesday: 9:00 AM - 12:00 PM  
Weekends & Federal Holidays: Closed



## Job Offer Summer 2020 - MGN POOLS

**Available Positions:** LIFEGUARD/POOL OPERATOR

**Salary:**

Regular Time - **\$ 10.50**

Over Time - **\$15.75** (for all hours over 40 in the same week)

**Returns**

Regular Time -**\$ 10.75**

Over Time -**\$ 16.13** (for all hours over 40 in the same week)

**Average weekly hours:** 48+ on average for the season (weather dependent)

**Bonus:** up to \$0.50 per each worked hour through the season (based on performance).  
Must work from 5/23/2020 to 9/7/2020

**Job Specifics:**

As a lifeguard you will have to ensure a safe and healthy environment for the swimmers. In addition, the lifeguard must check and maintain specific chemical levels in the pool. Additional required duties are: Cleaning the pool and surrounding area, cleaning the restrooms, trash removal and enforcing gate control at the facility.



**Housing:**

Housing is provided at a cost of \$140 per week. This cost includes the following utilities: phone, heat, water, and air conditioning. Apartments are partly furnished. Food is not provided but an apartment comes with a full kitchen and all utensils necessary to prepare your own meals. Please bring your own personal necessities such as towels, sheets, pillows, toiletries, etc. Housing is shared, with approximately 5-6 students per apartment and 2-3 students per bedroom.

If an employee breaks leaves MGN Pools or is terminated earlier than specified in the Job Offer (i.e. Does not work through the end of their Job offer dates); employee will be responsible for all remaining unpaid rent (total amount for the remaining weeks as indicated dates in your job offer).

In order to remain in MGN Pools housing after 9/8/2020, employee must notify MGN Pools by 8/8/2020

**Housing Deposit:**

\$200 housing deposit is required to be paid upon arrival or can be deducted from the paycheck. \$150 is refundable if the apartment is left in appropriate condition as determined by the apartment owner.

**Grooming code:**

Employees have to be in uniform at all times when on duty. The cost of a uniform package is \$45- \$55.

**Minimum swimming requirements - Lifeguard Training by ARC**

\*Swim 300 meters un-timed swim using both Freestyle and Breaststroke.





\*Swim 20 meters and submerge to a depth of 3 meters to pick up a 5 kg brick. Then bring the brick to the surface and swim on your back holding the brick above the water to the starting point.

\*Once this portion of the class is completed you move onto the remainder of the class, where First Aid, CPR, Rescue Techniques are taught. The duration of a class is 3 days.

\*The fee for the lifeguard class is \$179. The fee can payroll deducted.

\* Employees will receive the American Red Cross (CPR) certificate, lifeguard certification, and first aid certificate, which is all valid for 2 years.

\*In some Counties Pool Operator certificate may also be required. This is additional cost of \$75. Employer will assist you in training for this course.

**Location:**

MGN pools manage pools in Northern Virginia. The area international employees will work/live at is determined by the employer upon completion of the Lifeguard Training Class.

**Additional Information can be found on [www.mgnpools.com](http://www.mgnpools.com)**

*All arrival dates MUST be confirmed with the employer prior to arriving.*

SIGN HERE TO CONFIRM YOU HAVE READ AND UNDERSTAND THE TERMS & CONDITIONS OF THIS OFFER

\_\_\_\_\_  
NAME

\_\_\_\_\_  
DATE

**MGN POOLS, LLC**  
7758 Lowmoor Rd. Springfield, VA, 22153  
Tel: +1 571 338 5356 / Fax: +1 703 738 2400  
E-mail: [mgnpools@yahoo.com](mailto:mgnpools@yahoo.com) / Web site: [www.mgnpools.com](http://www.mgnpools.com)





# Welcome Letter

## WORK & TRAVEL

Dear Student,

Hello and Welcome! We are so happy that you will be visiting our country. Work & Travel can be difficult, especially in the beginning, but we believe you will find your experience rewarding and unforgettable. CHI is here to help! Please read carefully through this Welcome Letter.

My name is Renee' Hofmeister, South Atlantic Region – Program Coordinator, for Cultural Homestay International (CHI). I will be happy to answer any questions you might have and I will also be available throughout your stay to assist with any problems that may occur. Please remember to check your email daily for important communications.

You must stay in contact with your CHI representative.

Warm Travel Wishes,

Renee' Hofmeister

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**Please read the CHI Student Handbook, which you should have received at orientation or from your student agency. You are responsible for following all rules in this handbook. The rules are in place for your health, safety, and welfare. Failure to follow the rules may result in a participant's negative program status.**

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### Be Prepared

- Make photocopies of important documents and leave a copy with loved ones.
- Back up your digital photos, in case your phone is stolen or broken.
- Leave things you could not bear to lose at home.
- Bring your welcome letter, your important documents, two extra sets of clothes and your necessary medicine in your carry-on luggage. Checked luggage is often lost. The airline will deliver your bag to your US housing or employer once found, but it could take 3 or 4 days.
- \*If your luggage is lost, send it to your employers address to ensure delivery.

- You are required to bring \$1000 with you from your country. We recommend you bring \$1200. The first few weeks of Work & Travel you will need these funds to establish yourself in a new country. You will need to pay your housing deposit, pay a week or two of rent, buy a sim card, purchase pillows, sheets, and blankets, food, uniforms, a bicycle, or have transportation money. It takes a few weeks to start working, be trained, become integrated into the schedule and get your first paycheck. You will be nervous and out of money when your first paycheck arrives. Be prepared, you are moving to another country.
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## **Be Safe**

- Exercise adequate discretion, stay aware of your belongings, and avoid putting yourself into risky situations (such as unlit, deserted areas at night).
  - Open a bank account, on the first day you check into your US housing, to keep the recommended \$1200 you brought from your country safe and secure. You will need this money. Never keep large amounts of money in your student housing no matter how much you trust your roommates.
  - Once in the United States, never carry large amounts of money. You will have a debit card from the bank, if lost, this can always be cancelled. Do not give your PIN (personal identification number) to anyone. If you lose your cash, it cannot be replaced.
  - Once in the United States, never carry your important documents or valuables to work. Keep your documents, including passport, safely hidden in your room. Never give your passport or documents to anyone (such as a landlord or employer) to keep. It is illegal for anyone to take your passport or documents from you for any reason.
  - Bring an ID from your country to carry with you that can easily be replaced (University ID, residency card, drivers license). Passports are difficult and expensive to replace, and losing your passport can ruin your travel period plans.
  - Establish a “do not lose it” discipline. Travelers are more likely to inadvertently lose their bags than to have them stolen. I have heard of students leaving passports under pillows, bags on the overhead rack on the bus, and documents in the taxi. Always take a look behind you before leaving any place or form of transport.
  - When you are out and about, never casually or carelessly set down any small valuable item, such as a phone or wallet. Either hold it in your hand or keep it tucked away. At cafés, do not place your phone on the tabletop or purse on the back of the chair where it will be easy to snatch — keep phones and valuables in your front pocket. Make it a habit to be careful with your things; it will become second nature.
  - Stay vigilant in crowds and steer clear of disturbances near you.
  - Participants should use common sense, stay with a partner or friend, especially at night. It is recommended participants let a friend know where they are.
  - Bicycle riders with helmets had an 85 percent reduction in their risk of head injury and an 88 percent reduction in their risk of brain injury. If you ride a bicycle in the US, wear a helmet.
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## **Communicate Your Arrival Information**

- Check your email frequently for important information.
- Plan your flight accordingly: if your final destination is 5 hours away, make sure your flight arrives early in the day OR you have made a reservation at a hotel or hostel to stay overnight.
- Do not arrive late at night! You may not be able to get into your housing after 20:00.
- You must contact your CHI representative, to let them know when you will be arriving.
- You must log into [wt.chinet.org](http://wt.chinet.org) to enter your flight information, as soon as you book your ticket.

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## **Student and Exchange Visitor Information System: [wt.chinet.org](http://wt.chinet.org)**

**To access [wt.chinet.org](http://wt.chinet.org), you need your family name as it appears on your DS-2019 form and your 11 digit DS number, starting with letter N**

- You must log into [wt.chinet.org](http://wt.chinet.org) to enter your flight information, as soon as you book your ticket.
- You are required to access [wt.chinet.org](http://wt.chinet.org) within three days of arrival into the United States.
- You are required to access [wt.chinet.org](http://wt.chinet.org), every month following your initial check in, for the duration of your program to complete a monthly report.
- Failure to complete SEVIS check-ins may result in a participant's negative program status.

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## **Arriving at a United States Airport**

**The following documents you MUST have in your possession and present to the U.S. immigration officials upon arrival in the U.S.:**

- Valid passport
- DS-2019 Form, the original copy signed with blue ink. Do not accidentally give your loved ones the original copy for safekeeping.
- I-901 SEVIS fee receipt
- Sponsor Letter
- J-1 Job Offer

### **Arrival Tips:**

- The immigration officer will review all documents, validate, and place a stamp on your DS-2019 form and your passport. The officer will then return all validated documents to you, including the DS-2019 form.
- Use your “do not lose it” discipline; remember to collect all documents from the immigration officer. This is a place students often misplace documents. Students are nervous, excited and fail to check they have received everything back before leaving the area.
- Wait to check-in on social media or take a selfie until you check you have all your documents.
- You should have no problem entering the U.S. as long as you have all the proper documentation, cooperate and communicate respectfully with the U.S. immigration officers at the airport.

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## **Traveling to your Final Destination**

- Before you leave your home country, map out your trip. [www.rome2rio.com](http://www.rome2rio.com) is a great website for this research. Your CHI representative will send you exact instructions in a letter prior to your arrival. Check your email daily, it is very important.
  - When estimating your arrival time please add extra time for waiting for baggage, eating, or missing a bus or train connection.
  - Be sure to have a small amount of American currency for regional travel before leaving the airport. Do NOT accept rides from strangers at the airport!
  - Plan accordingly, if arriving late at night, please stay in a hotel or hostel and travel in the morning. (You will not be able to get into your housing if arriving late at night.)
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## **Arriving at your Final Destination | What do I need to do now?**

- It is very important that you log into the SEVIS system within three days of your arrival. Log into [wt.chinet.org](http://wt.chinet.org) or if you have no access to the web, call CHI for assistance at 1-800-432-4643. There are SERIOUS consequences if you do not validate your visa, beginning with a cancellation of your visa, so do it as soon as possible!
  - Go to your employer; let them know you have arrived safely. They will provide you with your orientation/start date.
  - 24 hours after entering the United States you will be required to retrieve a document on the internet called an I-94.
  - Wait 5 business days after checking into SEVIS and report to the Social Security office to apply for a Social Security number.
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## **I - 94**

**The I-94 Form is the Arrival / Departure Record that is issued by the immigration officer at the airport to all foreign visitors entering the United States. All I-94 records are created electronically and accessible online 24 hours after arrival.**

### **Retrieval Tips:**

- Wait 24 hours following your arrival in the US before you attempt to retrieve your I-94 number.
  - Ensure that the computer you are using is connected to a printer (local library).
  - Go to the <https://i94.cbp.dhs.gov>
  - Enter the required information in all CAPITAL letters. Please make sure you enter your name exactly as it appears in your passport
  - Click Submit
  - You must print this document; it is a required document at Social Security
- 

## **Applying for a Social Security Number**

**You must register with the local Social Security Office to get your card and number. YOU MUST WAIT TO RECEIVE YOUR “S” STATUS, before you apply for a Social Security card! This in most cases takes 5 business days from the day you first checked into SEVIS.**

## Required Documents:

- Valid passport
- DS-2019 Form, the original copy signed with blue ink. Do not accidentally give your loved ones the original copy for safekeeping.
- I-901 SEVIS fee receipt
- J-1 Visa
- I-94 Form, printed from the internet at your local community library or employer.

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## Second Jobs

- CHI does not provide second jobs.
- Second jobs are possible. However, your responsibility is to your primary employer. It is the primary employer's participation in the Work & Travel program that has afforded you the opportunity to come to the United States.
- A second job may not conflict with your primary CHI position in anyway.
- If you are considering looking for a second job, please be reminded the employer must be approved by CHI for your safety.
- Failure to have any second job approved may result in a participant's negative program status.
- Your CHI representative will send you exact instructions in a letter prior to your arrival. Check your email daily, it is very important.

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## Health Insurance

**It is required that all participants of Work & Travel obtain health insurance.**

- Your health insurance provider will email your instructions to obtain your insurance card.
- Do not leave your home country without accessing the health insurance website and printing your card.
- In the United States, doctors and hospitals are in different buildings. Doctors generally have offices away from the hospital or work at an urgent care facility or clinic.
- For a basic illness, you will go to a doctor's office, urgent care facility or clinic, pay \$100 and your insurance will cover any costs incurred after \$100.
- For a serious emergency, you will go to the hospital or emergency center, pay \$350 and your insurance will cover any costs incurred after \$350.
- There is limited coverage for dental emergencies. Please visit your primary care doctor and dentist in your home country before traveling to the United States.
- Please contact your CHI representative to report any illness or emergency you may have, so they can provide assistance.

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## Know the Law

- In the United States, you must be at least 21 years of age to purchase, possess or consume alcoholic beverages. Underage drinking is illegal and can have severe consequences for young people who drink and for adults who provide alcoholic beverages to those under 21.
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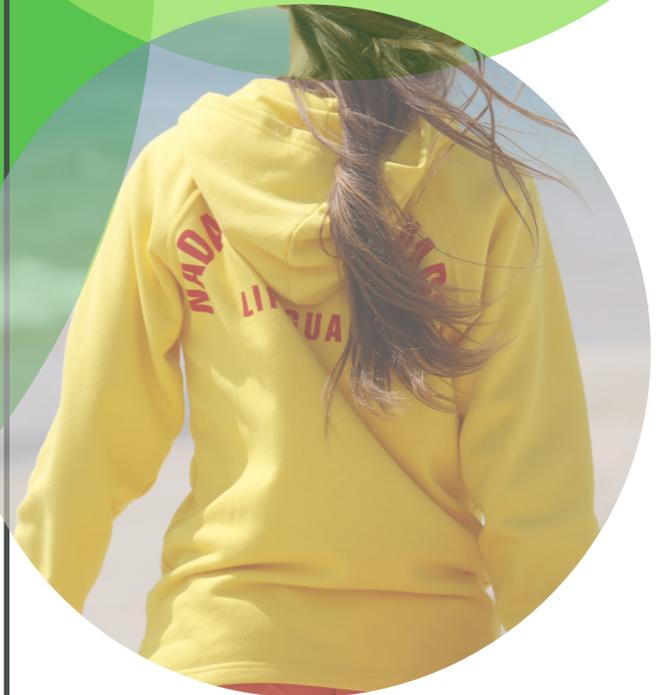
EARN \$ 10.50 REGULAR TIME, \$15.75 FOR OVERTIME. BONUS: UP TO \$0.50 PER EACH WORKED HOUR (BASED ON PERFORMANCE).



## MGN POOLS OF NORTHERN VIRGINIA

A GREAT PLACE TO SPEND YOUR SUMMER BREAK.

SUMMER FUN AROUND THE DC AREA! ENJOY HISTORIC VIRGINIA AND SIGHT-SEE IN YOUR OFF TIME.



AVERAGE WEEKLY HOURS: 48+ (WEATHER DEPENDENT). HOUSING INCLUDED AT A COST OF \$140 PER WEEK. INCLUDES PHONES, WATER, HEAT & PARTLY FURNISHED UNIT.

# JOIN US SUMMER 2020

**APPLY  
TODAY!**



POSITIONS AVAILABLE FOR LIFEGUARDS AND POOL OPERATORS. CPR & LIFEGUARD TRAINING INCLUDED.

**CHI WORK & TRAVEL  
SOUTHEAST**