



## CCIA JUNIOR SPORTS PROGRAM

### Head of Maintenance - Job Description

**Duties:** Help maintain the positive appearance of the clubhouse and grounds, maintain Club equipment, perform duties requiring transportation and duties assigned by Club Manager and buildings and grounds committee. Such activities include, but are not limited to assistance in Club social events, including weekends and Club opening and closing responsibilities.

**Age: Must be 17 years of age and have completed junior year in high school (minimum)**

**Prerequisites:** General knowledge and experience in maintenance of buildings and grounds. First Aid and Advanced CPR certification.

#### ADDITIONAL REQUIREMENTS AND INFORMATION

- \*\* All CCIA Junior Sports Program employees are expected to participate in the Junior Program picnics, Recognition Nights and Swim Days, and to help with clambake preparation and other club activities, if needed. Also, it is important for all instructors to participate in either the set up or clean up days.
- \*\* Junior instructor positions are available for all of either Session 1 or Session 2. In some circumstances, we may hire a junior instructor for both sessions.
- \*\* Junior sailing instructors may participate in sailing regattas at the discretion of the Club Manager and Program Director for sailing. Permission will be based on staffing requirements since the junior instructors' availability is vital to the instruction and safety of the classes they supervise.
- \*\* All CCIA staff must understand that they are role models for the younger members. Maturity, consideration, enthusiasm, discipline, skill and safety awareness are attributes needed at all times at work and after hours.

## Maintenance Assistant

**Duties:** Assist in maintaining the positive appearance of the clubhouse and grounds, maintain Club equipment, perform duties assigned by Club Manager, buildings and grounds committee and head of maintenance. Five days/week.

**Age: Must be 16 years of age and preferably have completed sophomore year in high school (minimum)**

**Prerequisites:** General knowledge and experience in maintenance of buildings and grounds. First Aid and Advanced CPR certification.

### **ADDITIONAL REQUIREMENTS AND INFORMATION**

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