

Volunteer Job Title:	Aquatics Attendant	Job Category:	Aquatics
Location:	Delta Township Pool at Waverly East 3131 W. Michigan Ave. Lansing, Mi. 48917	Travel Required:	Volunteers are responsible for their own transportation to and from the pool.
Level:	Volunteer	Position Type:	Seasonal, Year round
Department Contact:	David Hill - dhill@deltami.gov - 517 484-5600		
Required Training:	Training will be conducted by the Aquatics Coordinator.		

Job Description

ROLE AND RESPONSIBILITIES

Complete documentation required to participate in Aquatics Program.

- Background Check
- Code of Conduct

Serve as a communication Liaison between Learn to Swim Parents, Instructors and Aquatics Coordinator.

- Field parental questions; relay questions to Instructors and Aquatics Coordinator.
- Distribute written communications to Parents (schedules, make up sessions, evaluations, receipts, etc.)
- Gather class participants immediately prior to class start time.

Serve as an Assistant to pool rental hosts.

- Help party host with set up, break down and clean up.
- Help facilitate activities (cake cutting, gift opening, games, etc.)

Serve as an assistant to the Life Guard and / or Aerobics instructor.

- Sell and validate punch cards.
- Organize and store equipment
- Fill out and submit required paperwork
- Distribute written communications to participants (schedules, receipts, advertising, etc.)

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Volunteers must be at least 15 years old and have a polite and outgoing personality

PREFERRED SKILLS

- Good written and verbal communication skills
- Organized; able to keep track of schedules, forms, punch cards and monies collected
- Ability to work as a team with Guards and Instructors.

