

Volunteer Hours Tracking

Date DD/MM/YY	Position / Swim	Hours	Reviewed By:
01/01/2000	Public Swim	2.5hrs	O.T – (SIGNED)

Volunteer Positions: Public Swim / Lane Swim / Public Swim / Facility Maintenance

**Applicants must complete a minimum of 2-5 hours in each category, totaling up to 20hrs before being considered complete.*

Specification of Duties

- Cleaning Work
 - Expected to help maintain facility cleanliness and operability with a supervising worker.
 - Cleaning lockers, fill soap & paper products, garbage disposal etc.
 - You are NOT expected to handle dangerous chemicals without prior training.
 - You are NOT expected to use dangerous chemicals alone or without being provided with PPE.
- Lesson Shadowing
 - Expected to assist an instructor in providing swimming lessons.
 - Retrieving lesson equipment, demonstrating items, creating boundaries with swimmers.
 - You are NOT expected to teach or handle a class on your own.
 - You are NOT expected to take a lead role in teaching a class.
- Lane Swim
 - Shadow workers: change over swims and prepare the facility for operations, this can include opening and closing tasks.

- Equipment retrieval, lifejacket sizing, amenities etc.
 - You are NOT expected or permitted to guard a swim by yourself.
- Public Swim
 - Shadow workers: change over swims and prepare the facility for operations, this can include opening and closing tasks.
 - Equipment retrieval, lifejacket sizing, amenities etc.
 - Clear away used toys, disinfect pool items and other tasks as necessary.
 - You are NOT expected or allowed to guard a swim by yourself.
 - You are NOT expected to open or close the facility by yourself.
- General
 - **You are NOT required or permitted to assist, handle or administer any rescues, first aid or incidents.** In the event of an emergency, you will assume a bystander / public-patron role and follow the instructions of all staff present.
 - You are NOT required or permitted to open / close the facility by yourself.
 - You are NOT required to perform any tasks deemed as unsafe or if you are untrained to do so.
 - Should you wish to perform a task or assist in the completion of one, you may ask your work supervisor / designated staff member.
 - If you are unable to attend a scheduled shift, please contact the facility or your designated staff member **AS SOON AS POSSIBLE**.

Uniform Requirements for EVERY shift:

- Swim shorts (bring swimsuit).
- Neutral colored shirt.
- Close-toed shoes (Clean, for indoor use).
 - *All other items will be provided if required.*

Notes:

**Clothing must be neutral i.e. no vulgar or profane pictures / words.*

**Lac la Biche county will cover two exam attempts for each course, any subsequent attempt will be paid for by the candidate, and the third (or more) attempt will not be reimbursed.*

***Should the candidate choose to not to complete the minimum volunteer hourly program (20hrs), no financial assistance will be given.*