



POSITION DESCRIPTION

| | |
|-------------------|---|
| TITLE | CHEWTON POOL VOLUNTEER |
| LOCATION | Chewton Swimming Pool |
| REPORTS TO | Deputy Operations Manager |
| EMPLOYMENT PERIOD | November 2022 – March 2023 |
| CONDITIONS | Volunteer – Average at least one hour per week |
| REMUNERATION | NO REMUNERATION but lots of love and appreciation |

POSITION PURPOSE

Chewton Pool Inc. is a community association that owns and operates the Chewton Swimming Pool. The pool operates from November to March. Anyone can volunteer at Chewton Pool; you do not have to be a member of our association or live in Chewton.

Volunteers at Chewton Pool are intrinsic to the safe and effective operation of the facility. Volunteers can choose from a number of roles. The kiosk is entirely staffed by volunteers who take entrance fees, assist patrons and sell food. Community events are regularly held at the pool and these require the assistance of volunteers to sell goods or food or provide assistance in setup. The basic maintenance of the facility, such as watering, mowing, tidying, painting and cleaning, is done by volunteers. Fundraising activities include events and sales of donated goods, approaching businesses for donated goods or services and writing grant applications.

Volunteers are encouraged to choose a task or activity that suits their skill set and the time they have available. Volunteers are expected to contribute at least 20 hours over a season (the pool is open for about 16 weeks per season, plus there are setup and close down hours) which can be spread over an established weekly contribution (such as one or two hours per week in the kiosk) or clustered (such as a morning working bees). In exchange, Chewton Pool Inc provides a discounted rate for membership and discounted books of ten tickets to those who agree to be volunteers and undertake the required training.

Volunteer inputs and rosters are coordinated through a WhatsApp group and volunteers need to be comfortable using this system.

RESPONSIBILITIES

1. Volunteers role in emergency response

- In the event of an emergency, on-duty volunteers are expected to assist the Lifeguards with evacuation of the facility, notifying parents to collect children, phone calls and liaison with emergency services.
- Acting as third responder to the Lifeguards on duty, they may be asked to use life-saving equipment and assist Lifeguards. Training is provided.

2. Kiosk

- Assist lifeguards with pool opening procedure and kiosk setup.
- Using the cash register and point-of-sale system
- Maintaining accurate data and records of entries
- Taking of entry fees and greeting patrons at the gate
- Assisting patrons with queries about swim programs and events

- Informing patrons of Pool policies if required
- Assisting staff with issues or patrons as directed
- Basic record keeping (such as completion of first aid forms)
- Being the face of Chewton Pool, maintaining a friendly and engaging tone at all times

3. Fundraising/Events

- Assist staff and Committee of Management with planning and running fundraising activities including Blue Light Disco, Xmas party, Hottest 100, private functions, BBQ's, raffles etc.
- As directed by staff or Committee members, assist with cooking and serving food and taking money at events.
- As directed by staff or Committee members, assist with setup of marquee or barbeque and food serving areas.
- Cleaning and food prep and washing up as required.

4. Grounds and maintenance

- Assist staff and Committee of Management with pre-season preparations including; painting concourse, toilets, kiosk; power washing concourse, shade cloth, change rooms; removing rubbish, dead vegetation and cut grass, mowing and trimming and watering grass; cleaning pool including power washing, emptying and draining sludge, repainting lines and edges and signage.
- Support the Staff with ongoing gardening tasks during the season including watering grass and regular trimming, rubbish removal and other tasks as directed.
- Any people with trades qualifications (such as plumbing, electrics, carpentry) can utilise their skills on an as required basis, especially prior to season opening.

SELECTION CRITERIA

Chewton Pool provides all its volunteers with free training, induction and certification. We need all volunteers to have the following:

- Working with Children checks and compliance with Child Safe Standards
- Experience working independently and collaboratively as part of a team
- Experience working with a diverse community

In addition, those who work in the kiosk should have the following:

- CPR and basic First Aid, including use of the defibrillator
- Knowledge of the Chewton Pool emergency plan
- Willingness to act as a third responder if required

TERMS

- Volunteers will be provided with a discounted rate of membership and discounted books of ten tickets. In return Chewton pool Inc will provide the volunteer with free training in CPR, basic First Aid, use of a defibrillator, Child Safe Standards and emergency response.
- To become a volunteer simply send a note to the Committee of Management via the website and we will quickly respond.