

Park of Dreams Pool Attendant



Area	Important Info
Volunteer Requirements	<ul style="list-style-type: none"> Volunteers must be 16 years or older to volunteer alone. Volunteers between the ages of 12 and 15 may volunteer, but must be accompanied by an adult volunteer who is over the age of 18.
Family Requirements	<ul style="list-style-type: none"> Guests must be 16 yrs. or older to be unaccompanied by parents. If the children are 15 and younger, children need to have parent/guardian with them at all times. Children cannot go swimming unless they are with an adult. No exceptions.
Volunteer Responsibilities	<ul style="list-style-type: none"> Greet all staff, families, volunteers, and visitors as they enter the Park of Dreams Pool by opening the gate Offer towels to families Monitor the pool area Distribute and keep track of the locker keys Maintain the cleanliness of the pool area Assist guests by taking photos and answering questions
Starting Your Shift	<ul style="list-style-type: none"> Open up all of the umbrellas. Ensure that there are four chairs around all umbrella tables. Place all of the lounge chairs in the upright position.
Greeting Families	<ul style="list-style-type: none"> Warmly welcome all families into the Park of Dreams pool. Make sure to open the gate for them. Ask them how their day is going, talk about the day's entertainment schedule, and make sure to offer them some towels. One volunteer should always be sitting at the front gate.
Towel Distribution	<ul style="list-style-type: none"> All of the towels by the pool area are clean and ready for use. Families may have as many towels as they would like. When they are finished with their towels, they may take them back to their villa or place them in the towel drop, located near the towels. If a family tries to hand you towels, make sure that you are wearing disposable gloves.
Locker Keys	<ul style="list-style-type: none"> The pool volunteers are responsible for assigning and keeping track of the locker keys. There should be a small cup of keys sitting near the towels, along with a sign-out sheet. Volunteer lockers (# 1-8) are located inside the Hula Hut. Family lockers (#9 and up) are located in the main breezeway leading up to the pool.

Locker Keys (cont.)	<ul style="list-style-type: none"> • If a family would like a locker, write down the family’s villa number and last name on the sheet, along with the number of the key you assigned them. When they return the key, check it off on the sheet and place the key back in the cup. • If a volunteer would like a locker, write down “VOL” in the villa space on the sheet, then write the volunteer’s name on the sheet, along with the number of the key you assigned them. When they return the key, check it off on the sheet and place the key back in the cup.
Main Pool	<ul style="list-style-type: none"> • The main pool at the Park of Dreams is heated. It is a zero-depth entrance pool, meaning that there is a side without stairs for easy accessibility. (This is located where the yellow tiles are, close to the main gate of the pool.) There is no lifeguard on duty because the pool is not deep enough.
PVC Pipe Wheelchairs	<ul style="list-style-type: none"> • We have wheelchairs made out of PVC pipe that are designed to be used in the water. These wheelchairs are only for use in the main pool and may <i>not</i> be taken into the splash zone. • Volunteers are encouraged to remind families who come in with wheelchairs that the PVC pipe wheelchairs are available for their use. • If a family would like to use a PVC pipe wheelchair, politely remind them that they cannot be used in the splash zone. Show the family that there is no seatbelt on the chair and ensure that the person using it is strong enough to grip the handles. Adults may also use these chairs. Ask the family to please return the chair when they are finished using it.
Splash Zone	<ul style="list-style-type: none"> • The Splash Zone on the far left side of the pool may not be turned on at the start of your shift. If a family wishes to use it, call Volunteer Services (x4290) from the Hula Hut phone. • The PVC pipe wheelchairs cannot be used in the splash zone. • If someone becomes injured while playing in the splash zone, there is an emergency shut off button. It is located on a short brown post near the splash zone. There is a red button in a plastic case. Press this button <i>in an emergency situation</i> to shut off the splash zone.
First Aid & Safety Procedures	<ul style="list-style-type: none"> • The First Aid kit is located on the wall above the water fountain. Volunteer cannot apply the first aid, but may provide the parents with needed supplies. Volunteers should always be wearing gloves when assisting with First Aid supplies. • If someone gets seriously hurt or injured, the red phone located by the first aid kit may be used. This phone is for <i>emergency use only!</i> Dial 9-911 in case of an emergency. • There is a fire extinguisher located next to the towel storage. • In a non-emergency situation, the phone in the Hula Hut may be used to place Village phone calls. • Do not leave the pool unattended at any time.

Pool Toys	<ul style="list-style-type: none"> • The Village does not supply or provide pool toys for families, but families are welcome to bring their own toys into the pool.
Down-Time Tasks	<ul style="list-style-type: none"> • In between greeting families, volunteers should help ensure that the pool area is clean and presentable for all families. • Put on a pair of disposable gloves. • Walk around the pool area and look for trash. Ensure that all trash is thrown away. • If you find an abandoned towel, place it in the towel bin. • If you find a lost item, other than a pool toy, place it by the locker key sheet. At the end of your shift, please take all Lost and Found items to the House of Hearts – the yellow building with the red roof on the Avenue. • Volunteers may walk around and talk with the families and offer to take pictures with the families' cameras.
Ending Your Shift	<ul style="list-style-type: none"> • You will be relieved by other volunteers close to the end of your shift time – unless you are the closing shift. Please do <i>not</i> leave the pool area unattended at any time. Once the other volunteers have arrived, you may go clock out. • If you are the closing shift, you may leave when your shift is done. If there are still people swimming in the pool, make sure to tell Volunteer Services when you sign out.
Phone/Emergency #s/Contact Entertainment	<ul style="list-style-type: none"> • Dial 9-911 for an emergency. The Manager On Duty is alerted and will come over to assist the volunteer. • Other questions? Contact Volunteer Services at x4290.

Thank you for Volunteering!