



Volunteer Service Positions

Front Desk

Volunteer will assist with Front Desk duties to provide a warm welcome to participants entering the center; conduct tours, assist Pass Holders by answering /making phone calls, responding to questions, assisting with registration paperwork; opening and sorting incoming mail; verifying Pass Holder entry into the facility, and other duties as assigned by the Office Supervisor.

Shifts Available: 2pm-8pm Monday -Friday; 11 am -5pm Saturdays & Sundays.

Office Support

Volunteer will be asked to assist with sorting, copying, mailings, distribution of materials, typing, organizing and maintaining attractive bulletin boards, tidiness and cleanliness of lobby area, and other duties as assigned. **Shifts Available: 8am-6pm Monday –Friday.**

Child Care

Volunteer will assist staff in the Turtle Club child care room to assist with child care duties; read to children; set up and supervise arts “n” crafts and educational activities; check-in/check-out participants; provide consistent, progressive discipline techniques for the control of the area; cleaning and organization of equipment; and other duties as assigned by the Turtle Club staff. The Volunteer must be a minimum of 16 years of age. **Shifts Available: 8am-11:30am Monday-Friday; 4pm-7pm Monday-Thursday; 4pm-6pm Fridays; 7:45 am-11:30 am Saturdays**

Gym Monitor

Volunteer will be stationed in the Gymnasium during peak hours of use to uphold policies & procedures, to assist with activities and to ensure appropriate use of the area. **Shifts Available: 3pm-9pm Monday – Friday; 9 am-7pm Saturdays**

Activity Room

Volunteer will be stationed in the Activity Room to assist with the check out and monitoring of equipment, maintaining an age appropriate use of the area, assist with special event activities, and the cleanliness of the area. **Shifts Available: 3pm-9pm Monday – Friday**

Fitness Center

Volunteer will be stationed in the Fitness Center to provide a welcoming atmosphere for Pass Holders, maintain the cleanliness of all equipment, monitor the use of Walking/Jogging Track, and monitor the safe use of all equipment. **Shifts Available: 5:30am-10pm Monday-Friday; 7am-8pm Saturday; 11am-5pm Sundays.**

Aquatics

Volunteer will be stationed at the entrance to the Aquatics Center to count users, hand-out wrist bands, check Family Changing rooms, and assist with crowd control during emergencies. Volunteer must be 16 years of age. Shifts available: 1pm-6pm Monday-Friday; 12pm-4pm Saturdays & Sundays (Seasonal Position).

Racquetball

Volunteer may assist with youth and adult league, instruction and tournament play. (Prior experience is necessary for this position).

Special Events

Volunteer will assist with implementation and supervision of Facility Wide Special Events and Activities. Volunteers will help with set-up, on day of, and clean up of facility events: **Shifts Available: Throughout the year based on need of each event.**

Foothills 360

Volunteer must be 16 years of age and will assist with the supervision and programming of youth between the ages of 5-11 years of age. Duties may include monitoring program participants during swimming, short hikes to the Foothills Park, organizing arts and crafts activities, assisting with gym games and quiet games. This is a Summer Program Only. **Shifts Available: 7am-6pm Monday-Friday in the Summer.**

For more information contact: Manny Padia at 623 930-4609 or email: mcpadia@glendaleaz.com