



Volunteer Position Description

Facility Efficiency Researcher

The City of Woodburn is seeking an innovative high school student to create a process to help streamline and make evening cleaning more efficient & effective at the Woodburn Aquatic Center. Providing quality aquatic services to the entire community can be expensive, optimizing facility operations ensures the sustainability of affordable aquatic programming.

Duties: Must attend City volunteer orientation. Meet with the WAC supervisor to receive full description of project. Shadow the custodian for on several different occasions to learn the cleaning needs and current process. Create a report of what cleaning activities are performed and amount of time spent on each. Revise the process to create a more efficient and effective cleaning process. Report should include but not be limited to cleaning activities, amount of time needed to perform each task, order in which each task should be completed, how often each task should be performed, who is the task best performed by (i.e. lifeguard, front desk, custodian) and materials needed. If needed, researcher may receive a cleaning spreadsheet to help in the organization of report. Final product will consist of new process submitted via hard copy document.

Qualifications: All volunteers must complete a City of Woodburn Volunteer Application, background check (18yrs+), and orientation. Facility Efficiency Researchers must be organized, detail oriented, understand processes and how to create efficiencies. Volunteers must work independently and be able to complete report in a timely manner. Experience working in the cleaning industries may be useful.

Time Commitment: Flexible late night hours to shadow custodian. Time commitment varies depending on individual work pace and scope of project. Volunteers should be prepared to spend a minimum of fifteen hours working on this project.

Compensation:

Students will gain valuable real life experience working for a government organization that they will be able to use on college and job applications. Hours spent at working for the City of Woodburn may also be used for Senior Projects and/or volunteer hours. Students who perform well may obtain a letter of recommendation or a reference from City staff.