Sample Job Description Language

Here is language for adding duties to staff job descriptions related to stocking and providing water recreation resource materials. Everyone Swims project partners used the following language to systematically ensure water recreation information was available by adding it to their Patient Care Coordinators, Medical Assistants, Health Educators, Pediatric Residents and AmeriCorps Volunteers' job descriptions.

Ordering and Tracking

Material Acquisition—Ensure area pieces are kept in stock; order any that are getting low.

- Create, utilize, and keep an up-to-date material orders spreadsheet with list of desired water recreation materials, ordering information, order tracking, quantities and languages.
- Establish a regular schedule for ordering, and email or call the appropriate contact and request the desired materials on a regular basis, including scholarship applications, class schedules and class information flyers. (Most pools and water recreation programs update their schedules quarterly.)
- Receive materials when they arrive, store in appropriate area.

Maintain Order

Material Organization—Ensure materials and holders are kept clean, orderly and presentable (may include straightening displays, picking up used flyers left behind, etc) in the waiting room, exam rooms and storage area so that all areas look presentable and materials are presented neatly.

- Do regular walk-throughs of waiting area and exam rooms and pull out any crinkled, bent or used flyers that have been left behind
- Do regular walk-throughs of storage area and pull out boxes that are empty, move materials to labeled area of storage shelves

Stocking

Stocking exam and waiting rooms— Ensure adequate quantities are in-stock and easily accessible.

- Establish a schedule for restocking based on quantities taken.
- Regularly restock materials in waiting areas and exam rooms.

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