Dear Prospective Volunteer Diver:

Thank you for your interest in becoming a Dive Volunteer at the Tennessee Aquarium. We are in need of WEEKDAY divers only. All Volunteers are responsible for volunteering at the Aquarium a minimum of once every four weeks from 8:30 AM to 3:30 PM to remain active.

The Aquarium will be hosting a diver orientation and diver examination on Thursday, January 30, 2014 from 5:30 PM to 7:45 PM Eastern Standard Time at the Tennessee Aquarium Auditorium in the Lower Lobby of River Journey (original building). The meeting is open to potential WEEKDAY Volunteer Divers.

To attend you must meet all criteria, be at least 18 years old, complete/return paperwork by January 23rd , be able to present your dive log book to verify a minimum of 25 post certification open water dives and at least 12 within the last 3 years, and pass a written test during this meeting. The test is equivalent to an entry level certification exam and will include basic dive physics, physiology, procedures and safety concerns (no dive tables). You also must be available (*if selected*) to attend an in-water skills test at the McCallie School on Saturday, February 22, 2014 beginning at 8:30 AM.

The selection process will be based on a combination of your availability, test score, diver needs for each day, in-water skills and your ability to make a long-term commitment to the Aquarium.

Free parking is available for the orientation meeting in the Public Garage/North Park Shuttle Parking Garage located on the corner of Chestnut Street and 3rd Street. Bring your ticket to the meeting for validation. Enter the River Journey Building through the front door no later than 5:30 PM (Eastern Time Zone). The building closes at 6:00 PM and you will not be able to enter the building after this time.

Attendance at both meetings is mandatory to be eligible for this recruitment and no make-up sessions are available for either meeting. If you are unable to attend one or both meetings, but would like to be contacted for the next recruitment please contact the volunteer office. This current diver mailing list is deleted each year.

If you are still interested in volunteering, available for both meetings, meet the basic criteria and you are able to make a long-term commitment please complete the enclosed application/photocopies of certifications/paperwork and return to the volunteer office no later than 4:00 PM, Thursday, January 23, 2014.

Thank you,

Julie

Julie Piper
Tennessee Aquarium, Manager of Volunteer Services
PO Box 11048, Chattanooga, TN 37401-2048
jmp@tnaqua.org Phone: (423) 785-3057 Fax: 423-756-1849

Enclosed: questionnaire, application, background release, diver job description and checklist

Tennessee Aquarium SCUBA Diver Volunteer

Volunteer Position Description: A volunteer is primarily responsible for the daily maintenance and feeding of the Nickajack Lake (T-19), the River Giants (T-6) and the Secret Reef (T-30) exhibits.

Qualifications:

At the Diver Orientation meeting, a Dive Recruit will:

- Be at least 18 years of age
- Certified for SCUBA diving by a nationally recognized organization (PADI, NAUI, SSI, etc.) and provide a PHOTOCOPY of diving certification card
- Provide a Dive Log showing a minimum of 25 dives after certification, 12 open water dives within the last three years (since January 2011)
- Provide **PHOTOCOPIES** of current First Aid, Adult CPR, and Emergency Oxygen Provider certifications, or their equivalent (if currently held)
- Complete and pass a written exam covering various aspects of diving physics, physiology, equipment, and safety

On the date of the In-water Skills Test Dive Recruits will:

- Sign a Liability Release Waiver
- Provide their own personal mask, fins, snorkel and booties
- Use Tennessee Aquarium dive equipment, except for the personal items listed above
- Complete the in-water Skills Test

Basic Volunteer Duties:

- Help maintain a clean and healthy environment for the animals
- Dive exhibits at the scheduled times/perform dive shows
- Remain aware of exhibit and dive changes and observe and interpret animal behavior
- Keep and log accurate records and maintain clean work areas

Training:

Complete a training program that will include:

- Tending/observation - Watch veteran divers work the exhibit cleaning and feeding, become familiar with each exhibit and the buildings, and begin to learn the different fish species in each exhibit
- Orientation Dives 1 & 2 - T-6 or T-19 with a veteran volunteer or aquarist
- Orientation Dives 3 & 4 - T-6 or T-19
- Orientation Dives 5 – Introduction to T-30 provided skills are acceptable
- Attend an orientation/exhibit lecture covering Aquarium policy and procedures, and biology, taxonomy, fish physiology, and morphology of exhibit animals

Shifts:

Divers must be available:

- To dive on regularly scheduled diving days, once every four weeks at a minimum, from 8:30 AM to 3:30 PM for the purpose of feeding exhibit animals and to perform basic maintenance. Additionally, one may choose to participate in regularly scheduled monthly scrub dives on Monday evenings.
- To remain on active dive status, each diver must have a minimum 30 minutes of bottom time per month, or 60 minutes bimonthly and a minimum of 10 dive days per year and a MINIMUM total annual bottom time of 4.5 hours
- After 90 days of inactivity at the Tennessee Aquarium you will automatically become inactive as a volunteer and all benefits will become invalid

Name_____

Tennessee Aquarium Diver Questionnaire 2014

1. How many years have you been diving?
2. Do you have a total of at least 25 open water dives since initial certification? *You must have to qualify.*
3. Do you have at least 12 open water dives logged within the last three years (since January 2011)? *You must have to qualify.*
4. Do you have a phone? Y __ N __ Voice Mail/Answering Machine? Y __ N __
5. Do you use email on a regular basis? Y __ N __
6. Why do you wish to dive at the Aquarium?
7. What do you expect to get out of volunteering at the Aquarium?
8. IN ORDER OF PREFERENCE (1, 2, 3) which of the following weekdays are you available? **Rank choices with numbers.**

   Mon___ Tues ___ Wed ___ Thurs ___ Fri ___
9. Can you be at the Aquarium from 8:30 AM to 3:30 PM every four weeks for your shift?
10. Would you be willing to dive for special events outside your regular scheduled shift?
11. Do you understand the requirement to dive at least once every four weeks, if you do not meet this commitment it will result in inactivation of you diving status?
12. How much notice would you need to come in and dive on an unscheduled dive day?
13. Tell us about you other volunteer activities.
14. How often do/are you required to stand and speak before a public forum, i.e. business presentations, committee/town hall meetings, etc.?
15. Would you be willing to speak to Aquarium guests as a volunteer diver?
16. What do you feel is the most important skill you have learned during dive training?
17. Are you known to have seafood allergies?
18. What <u>one</u> adjective would you use to describe yourself?

VOLUNTEER DIVER APPLICATION

Please include a <u>PHOTOCOPY</u> of your highest diver certification and CPR, First Aid and O2 Provider (if certified)

<u>Please return all paperwork no later than Thursday, January 23, 2014 by 4:00 PM</u>

Name: First _____Middle_____Last_____

Address _____

City _____ State _____ Zip _____

Home Phone _____ Work Phone _____

Cell _____ Email_____

Your Occupation _____Employer/Retired From _____

Work Address_____

Emergency Home Phone _____Work/Cell _____

What is your drive time to the Aquarium from your home? _____

How did you hear about the volunteer dive program? _____

Have you ever been convicted of a felony? _____

Send to: Tennessee Aquarium, Volunteer Office, PO Box 11048,
Chattanooga, TN 37401, jmp@tnaqua.org or FAX to: 423-756-1849

Diver Recruitment Check List

1. Completed paperwork and photocopies are due to the volunteer office by Thursday, January 23, 2014 by 4:00 PM (late applications will not be accepted).

   - Application
   - Background Check
   - Questionnaire
   - **Photocopy** of your Highest Certification Card (PADI, NAUI, etc.)
   - **Photocopy** of CPR, First Aid and Oxygen Provider (if certified)

     (these 3 certifications are NOT needed in order to apply for the program)

2. Attend the orientation meeting and dive exam at the TN Aquarium--River Journey Building Auditorium on Thursday, January 30, 2014 at 5:30 PM (EST).

3. If you turned in your paperwork we will plan to see you at the meeting.

You will NOT receive a confirmation before the meeting!

   - Park at the North Park Shuttle/Public Parking Garage at the corner of Chestnut Street & 3rd Street.

     From US 27 North: Take the 4th Street Exit, 1-C, turn Left on Chestnut and take the next Right on 3rd Street and immediately turn Left into the public parking garage and bring your ticket to the meeting.

   - Bring your Dive Log
   - Take written test on basic dive skills

4. Must be available to attend the pool test on 2/22/14—no make-up date!

applicationresearchers
Reliable and efficient backgrounding

EMPLOYMENT APPLICANT RELEASE AND CONSENT

The purpose of this release is to allow the Tennessee Aquarium (referred to as "Company"), Application Researchers, LLC, or their assigns, to obtain **pre-volunteer** information which may include any lawful investigation of my educational background and criminal, and employment histories, while maintaining compliance with all governmental laws.

I am aware I have the right to make a written request of Application Researchers, LLC, Post Office Box 11, Chattanooga, Tennessee 37401-0011, (423) 265-6035, to obtain additional information regarding the nature and scope of the background check.

If the Company considers the background checks unfavorable, I agree that the Company may deny me the assignment or discharge me from employment. I release the Company, its officers, agents, and employees from all liability resulting from the collection, use, or disclosure of the information obtained during the above investigation.

I certify that the information contained within the employment application is complete and true. I have read this release and consent, understand its terms, realize its significance, and sign it voluntarily.

I am willingly providing the following information necessary for the above investigation and understand that this information is being used for verification purposes only.

PLEASE PRINT

APPLICANT'S NAME – FIRST: _____ MIDDLE: _____ LAST: _____

LIST ANY OTHER NAMES USED (nicknames, maiden/ married last names): _____

DATE OF BIRTH: _____SOCIAL SECURITY NUMBER: _____--_____--_____

IN CHRONOLOGICAL ORDER, LIST ALL CITIES & STATES IN WHICH YOU HAVE RESIDED IN THE LAST FIVE YEARS:

1. _____
2. _____
3. _____
4. _____

Signature _____ Date _____