

Volunteer Role Description

Volunteer Role: Swim Teacher

Role Purpose – Why we need you

To assist with the delivery of the Edinburgh Leisure Learn to Swim programme.

Specific Tasks – What will be involved?

Tasks will depend on the volunteer's Swim Teacher qualification:

No qualifications - volunteer on poolside beside qualified "experienced swim teacher"

- Assist with the set up and clear up of the lessons.
- Assist with handing out equipment i.e. floats, toys etc.
- Gain experience and knowledge to attending UKCC Level 1 Teaching Aquatics course
- If required, go into the water to assist with the lessons.
- Keeping poolside area tidy.

UKCC Level 1 or 2 Swim Teacher Qualified - Volunteer on poolside beside qualified Experienced swim teacher.

- Swim teach with a group of 4 children under the guidance of an experienced level 2 teacher.
- Assist with the set up and clear up of the lessons.
- Assist with handing out equipment i.e. floats, toys etc.
- Take the participant class register of the lessons.
- Once experienced, the UKCC Level 2 Swim Teacher will allocate 6 children to the level 1 Teacher to work with.
- If required go in the water to assist with the lessons (max. 2 children).
- Feedback to UKCC Level 2 Swim Teacher at the end of each lesson.

Skills and Qualities Needed

Volunteers will come from a wide range of backgrounds and will have many different qualities and skills. Essential qualities for this role are:

- ✓ Willingness to undertake training required
- ✓ Open, warm and friendly manner
- ✓ Good communication skills
- ✓ Commitment and passion to teach swimming
- ✓ Ability to 'actively listen'
- ✓ Awareness of own limitations and boundaries
- ✓ Excellent time-keeping skills
- ✓ Reliability
- ✓ Caring approach
- ✓ Enjoys working with Children and Adults

Commitment

Volunteer hours will be decided depending on your availability and preferred location and the requirements of the venue. Volunteers with the Swim Team are required to commit to the same hours each week as agreed. This will benefit your experience and knowledge, the Swim Team you will volunteering with, and the customers you work with

Support and Training

Every volunteer will be given regular guidance and support By Edinburgh Leisure Swim Team. Edinburgh Leisure will provide mentoring to support your development.

A list of CPD workshops are available through the Swim Education calendar for you to book into.

Expectations of Edinburgh Leisure Volunteers

Carry out tasks in a way which corresponds to the purpose and values of Edinburgh Leisure and in line with the volunteer policy and agreement

Our Purpose (Why are we here?)

To make a positive difference to communities by creating opportunities for everyone to get active, stay active and achieve more.

Our Vision (where are we going?)

Inspiring Edinburgh to be a more active and healthy city.

Our Values (how do we deliver?)

Edinburgh Leisure will make a positive difference by being: Welcome, caring, passionate and proud.

- Carry out tasks within Edinburgh Leisure's guidelines
- Respect confidentiality
- Respect other volunteers, service users and staff
- Respect the human rights of others
- Carry out their tasks with regard to the health and safety of others
- Attend training and support sessions where appropriate

Location of volunteering

Insert address of volunteering e.g. Centre / venue

Disclosure / PVG Requirements

Volunteers will be required to undertake a PVG (Protecting Vulnerable Groups). The purpose of this is to safeguard volunteers and service users from harm.

The check involves completing a short form which you will be supported to fill in by the Edinburgh Leisure team. Having a criminal record will not automatically prevent you from volunteering. Rather, cases will be treated on an individual basis.

Check level of Disclosure or PVG Required:

PVG – Regulated work with children	<input type="checkbox"/>
------------------------------------	--------------------------