

Volunteer Role description



Volunteer Role	Disability Sport Volunteer Boccia, Gymnastics, Swimming and Tennis
Role Purpose Why we need you	Edinburgh Leisure aim to provide opportunities for everyone to get active and stay active. There are a number of sports and activities on offer for people with additional support needs across the city. Due to the higher level of support required for people with additional support needs we need passionate and caring volunteers to support their participation.
Specific Tasks What will be involved?	<p>There are a number of roles available with different activities. The purpose of the role is to support coaches to ensure all participants are able to get the most out of each session. The tasks will involve supporting the coach with equipment set up and tidy up, working with small groups of participants to help them achieve skills set by the coach and speaking to parents and carers.</p> <p>Swimming volunteers may be required to be in the pool with participants and will therefore need to be a competent swimmer. The teacher will provide instructions from the poolside.</p>
Skills and Qualities	<p>We understand that volunteers will come from a wide range of backgrounds and will have many different qualities and skills. The essential qualities for this role are:</p> <ul style="list-style-type: none"> • Open, warm and friendly manner • Good communication skills • Commitment to the role • Non-judgmental • Ability to actively listen • Awareness of own limitations and boundaries • Excellent time-keeping skills • Reliability • Passion for working with people • Willingness to undertake training required • Must be a confident swimmer

Support and Training	Volunteers will be given regular one to one guidance and support. Training opportunities will be shared with volunteers when relevant.
Expectations	<p>Volunteers will be expected to:</p> <ul style="list-style-type: none"> • Carry out their tasks in a way that corresponds to the purpose and values of Edinburgh Leisure and in line with the volunteer policy and agreement • Volunteer within agreed guidelines and remits • 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
Commitment	Volunteers will be expected to commit to an hour sessions plus approximately 15 minutes before and after to support set up and tidy up.
Location	There are a number of opportunities across Edinburgh Leisure venues and schools. The location will depend on the activity and the day.
Disclosure / PVG Requirements	<p>Volunteers will be required to undertake a PVG (protecting vulnerable groups), Disclosure Police Act check or complete a criminal conviction self-declaration. The purpose of this is to safeguard volunteers and service users from harm.</p> <p>The check involves completing a short form which volunteers will be supported to fill in. Having a criminal record will not automatically prevent you from volunteering. Rather, cases will be treated on an individual basis.</p> <p>Volunteers will be expected to pay for the PVG check that will be carried out by Edinburgh Leisure.</p> <p>If you have any questions or concerns about this please contact the support contact using the details below.</p>
Support Person & Contact Details	<p>Disability Sport and Physical Activity</p> <p>disabilitysport@EdinburghLeisure.co.uk</p>
Task Description Updated	03/08/2017