

Volunteer Role description



Volunteer Role	Movement for Memories Class Assistant Volunteer
Role Purpose Why we need you	Our Movement for Memories programme supports people living with dementia to take part in a variety of dementia friendly activities within Edinburgh Leisure venues. As an Activity volunteer you will support the Instructor and participants; ensuring the sessions run smoothly and participants feel valued, inspired and motivated to be active.
Specific Tasks What will be involved?	Activity Volunteers will: <ul style="list-style-type: none"> • Meet the participants in reception areas and welcome them to the class • Take new participants through initial consultations • Provide participants with support, encouragement and reassurance as required to help them gain confidence in completing the exercises demonstrated by the Instructor • Support the instructor, as required to deliver an effective and engaging physical activity session • Facilitate social time, with tea/coffee after each class • Assist participants in reading, understanding and completing pre and post-programme questionnaires • Assist with any venue set up requirements • Provide information and support to participants and carers, where appropriate, this may include signposting to other Edinburgh Leisure activities and support services.
Skills and Qualities	It is vital that our volunteers have an interest in health and physical activity and a passion for working with people living with Dementia. <p>Essential qualities for this role are:</p> <ul style="list-style-type: none"> ✓ Open, warm and friendly manner ✓ Caring and non- judgmental approach ✓ Good communication skills ✓ Ability to actively listen ✓ Commitment to the role ✓ Willingness to undertake training as required ✓ Awareness of own limitations and boundaries ✓ Excellent time-keeping skills

Support and Training	<p>Full training will be provided to all volunteers. This will include;</p> <ul style="list-style-type: none"> • Active Communities core training (1/2 day) • Dementia training (1/2 day) <p>All volunteers will receive regular support from our Movement for Memories Supervisor and will have access to 1-1sessions. During these we will discuss and agree on-going training requirements and opportunities.</p>
Expectations	<p>You are expected to:</p> <p>Carry out tasks in a way which corresponds to the purpose and values of Edinburgh Leisure and in line with our volunteer policy and guidelines</p> <ul style="list-style-type: none"> • Respect other volunteers, service users and Edinburgh Leisure staff • Respect confidentiality • Respect the human rights of others • Attend training and support sessions as required <p>Carry out tasks in line with your training and health and safety legislation</p>
Commitment	<p>We ask you to commit to a minimum of 2 hours volunteering per week for at least 6 months.</p> <p>Volunteer hours will be confirmed depending on your availability, preferred location(s).</p>
Location	<p>Movement for Memories classes will take place within Edinburgh Leisure venues and local communities across the city.</p> <p>Classes will run Monday – Friday at various times throughout the day. We will work with you to determine which location(s) and day(s) suits you best.</p>
Disclosure / PVG Requirements	<p>Volunteers will be required to undertake a Disclosure Police Act check. The purpose of this is to safeguard volunteers and service users from harm.</p> <p>The check involves completing a short form which you can be supported to complete. Having a criminal record will not automatically prevent you from volunteering. All cases will be treated on an individual basis.</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>Sam Scott</p> <p>Health Development Officer (Dementia)</p> <p>Email: samscott@edinburghleisure.co.uk</p> <p>Phone: 0131 458 2260</p>
Task Description Updated	<p>November 2018</p>

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