

Volunteer Role description



Volunteer Role	Steady Steps Volunteer- Instructor Assistant
Role Purpose Why we need you	To support the delivery of this programme it is vital that our volunteers have an interest in health and physical activity and a passion for working with an older population. Participants will attend local leisure centres over a period of 16 weeks to take part in falls prevention postural stability exercise classes. The role involves supporting these sessions to run smoothly and effectively - and to help create a welcoming, friendly group environment.
Specific Tasks What will be involved?	Volunteers will support participants with encouragement and reassurance to help them gain confidence in completing the exercises demonstrated by the Instructor. Volunteers aid the instructor by feeding back relevant information to them. The role of the volunteer is not to instruct the participants. At each session the volunteer will: <ul style="list-style-type: none"> • meet the participants at reception, welcome them to class and take new participants through initial consultation. • conduct physical function tests at the beginning & end of the programme for new and finishing participants (training will be provided) • support the instructor to deliver physical activity sessions • support & motivate participants to take part in classes & to complete home exercises • assist the instructor in facilitating tea/coffee after each physical activity session • assist participants in reading, understanding and completing pre and post-programme questionnaires Additional opportunities include administrative work to assist with processing referrals and participant feedback for reporting purposes.

Skills and Qualities	<p>Essential qualities for this role are:</p> <ul style="list-style-type: none"> ✓ Willingness to undertake training required ✓ 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 ✓ Caring approach
Support and Training	<p>Training in the area of falls prevention and physical activity will be provided for all volunteers before attending classes by the development officer. Every volunteer will be given regular one to one guidance and support by the Steady Steps Instructor. Edinburgh Leisure will provide relevant training and mentoring to support your development</p>
Expectations	<p>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</p> <p><u>Our Purpose (Why are we here?)</u> To make a positive difference to communities by creating opportunities for everyone to get active, stay active and achieve more.</p> <p><u>Our Vision (where are we going?)</u> Inspiring Edinburgh to be a more active and healthy city.</p> <p><u>Our Values (how do we deliver?)</u> Edinburgh Leisure will make a positive difference by being: Welcome, caring, passionate and proud.</p> <ul style="list-style-type: none"> - 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
Commitment	<p>Volunteer hours will be decided depending on your availability and preferred location. Volunteers with the Steady Steps team are required to commit to the same hours each week as agreed. The minimum requirement is 2 hours per week for at least 6 months. This will benefit your experience and knowledge, the team you will be volunteering with, and the participants you work with.</p>

Location	<p>9 different venues across Edinburgh, classes run Monday-Friday at various times throughout the morning and afternoon. We will work with you to determine which location/day suits you. Our locations include:</p> <ul style="list-style-type: none"> Royal Commonwealth Pool Glenogle Swim Centre Drumbrae Leisure Centre Leith Victoria Swim Centre Portobello Swim Centre Craiglockhart Leisure Centre Ainslie Park Leisure Centre Gracemount Leisure Centre Warrender Swim Centre 		
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 will be supported to fill in by the Steady Steps Team. Having a criminal record will not automatically prevent you from volunteering. Rather, cases will be treated on an individual basis.</p> <p>Check level of Disclosure Required:</p> <table border="1" data-bbox="568 965 1465 1055" style="margin-left: auto; margin-right: auto;"> <tr> <td style="padding: 5px;">Police Act Disclosure</td> <td style="text-align: center; width: 40px;"><input checked="" type="checkbox"/></td> </tr> </table> <p>If you have any questions or concerns about this please contact the Support Contact using the details below.</p>	Police Act Disclosure	<input checked="" type="checkbox"/>
Police Act Disclosure	<input checked="" type="checkbox"/>		
Support Person & Contact Details	<p>Amy Fastier Steady Steps Development Officer steadysteps@edinburghleisure.co.uk Direct: 0131 458 2176</p>		
Task Description Updated	<p>29th May 2017</p>		

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