

# Volunteer Role description



<b>Volunteer Role</b>	<b>Get Active Classes (low-level activities)</b>
<b>Role Purpose</b> Why we need you	<p>Through our Get Active classes we provide a range of low-level activities providing more opportunities for everyone to get active and stay active. Classes are ideal for individuals exiting one of our health projects or for those who feel it has been sometime since they were last physically active and are looking for a gentle reintroduction to physical activity.</p> <p>As a Get Active Volunteer your role will be to meet and greet participants at reception area and support them to the class. You will assist the instructor with the delivery of the class and provide encouragement and support for all the participants.</p> <p>Get Active activities include:</p> <ul style="list-style-type: none"> <li>• Active Sit</li> <li>• Strength and Balance</li> <li>• Strength and Cardio</li> <li>• Seated Yoga.</li> </ul>
<b>Specific Tasks</b> What will be involved?	<p>Volunteers will:</p> <ul style="list-style-type: none"> <li>• Meet the participant in reception areas and provide a warm welcome</li> <li>• Support led instructor on the delivery of class</li> <li>• Provide participants with support, encouragement and reassurance as required</li> <li>• Provide information and support to participants, where appropriate, this may include signposting to other Edinburgh Leisure activities and support services.</li> <li>• Work in partnership with venue staff to ensure participant feels safe and comfortable to participate in activities</li> </ul>
<b>Skills and Qualities</b>	<p>It is vital that our volunteers have an interest in health and physical activity and a passion for working with people with varying health conditions</p> <p>Essential qualities for this role are:</p> <ul style="list-style-type: none"> <li>✓ Open, warm and friendly manner</li> <li>✓ Caring and non- judgmental approach</li> <li>✓ Good communication skills</li> <li>✓ Ability to actively listen</li> <li>✓ Commitment to the role</li> <li>✓ Willingness to undertake training as required</li> </ul>

<b>Support and Training</b>	<p>✓ Excellent time-keeping skills</p> <p>Full training will be provided to all volunteers. This will include;</p> <ul style="list-style-type: none"> <li>• Active Communities core training (1/2 day)</li> <li>• Shadowing a class</li> </ul> <p>All volunteers will receive regular support from our Active Communities team. Where we will discuss and agree on-going training requirements and opportunities.</p>
<b>Expectations</b>	<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"> <li>• Respect other volunteers, service users and Edinburgh Leisure staff</li> <li>• Respect confidentiality</li> <li>• Respect the human rights of others</li> <li>• Attend training and support sessions as required</li> <li>• Carry out tasks in line with your training and health and safety legislation</li> </ul>
<b>Commitment</b>	<p>We ask you to commit to a minimum 1 class volunteering per week with minimum commitment of 6 months</p>
<b>Location</b>	<p>Get Active classes are delivered within Edinburgh Leisure venues across the city with activities running Monday – Friday at various times throughout the day. We will work with you to determine which activity, venue, time, day best suits you.</p>
<b>Disclosure / PVG Requirements</b>	<p>Volunteers will be required to undertake a Basic Police Disclosure check. The purpose of this is to safeguard volunteers and participants from harm. The check involves you completing a short form which we can support you to do. 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 Ryan Martin using the details below.</p>
<b>Support Person &amp; Contact Details</b>	<p>Ryan Martin Health Development Officer (Get Active)</p> <p><a href="mailto:Ryanmartin@edinburghleisure.co.uk">Ryanmartin@edinburghleisure.co.uk</a> Direct: 0131 458 2130</p>
<b>Task Description Updated</b>	<p>Sept 2018</p>

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