

Volunteering Role Descriptions

Contents

Page 2- Walk leader / Assistant Walk leader

Page 3- Walking Buddy

Page 4-Participation Buddy

Page 5-Class Assistant

Page 6-Member of Distribution map

Page 7-Class facilitator

Page 8-Project representative

Page 9-Event Assistant

Page 10-Class Instructor

Page 11-Transport Buddy

Page 12-Administration assistant

Page 13-General Volunteering

Walk leader / Assistant Walk leader



This role is ideal for someone who enjoys walking and is confident enough to lead small groups on a set walk route. There is a small amount of administration involved, such as ensuring a register is taken and handing out health forms to new walkers. Walk Assistants provide support to the walk leader with all of the above tasks. Most walks require two walk leaders/assistants to be present so leaders will not be on their own.

Role Description

- Lead /Assist with walks in the local area
- Ensure new participants complete basic health forms
- Take a record of attendance for each walk
- Feedback progress to the Volunteer coordinator at 1-2-1 meetings

Needs someone...

- Friendly and approachable
- Confident enough to lead a small group on walks of between 30-60 minutes
- Able to walk, comfortably, for between 30-60 mins (dependant on walk)
- Organised
- Good time keeping
- Willing to attend a day workshop on safe and effective walk leading (Course is free)

Incentive Scheme

Volunteers will each be issued with a Pedometer to record how many steps they take
For each hour spent volunteering individuals can gain access to one free class*

Related documents

Full registration form
Equality Monitoring
Volunteering log
Volunteer Agreement
Policy documents

Walking Buddy



This role forms part of the new “Supported Walking initiative”. Volunteers will meet individuals at their home and accompany them on a short walks to help build their confidence and basic fitness level. The long term aim is to feed participants into structured classes as they become able to do more.

Role Description

- Lead individuals on short walks from their home / chosen location
- Keep a record of dates and times of walks
- Feedback progress to the Volunteer coordinator at 1-2-1 meetings

Needs someone...

- Friendly and approachable
- Able to motivate others
- Able to walk, comfortable, for between 30-40 minutes
- Organised
- Good time keeping
- Own transport is desirable but not essential as volunteer can be allocated a participate within walking distance
- Willing to attend a short workshop on mentoring

Incentive Scheme

Volunteers will each be issued with a Pedometer to record how many steps they take
For each hour spent volunteering individuals can gain access to one free class*

Related documents

Full registration form
Equality Monitoring
Volunteering log
Volunteer Agreement
Policy documents

*Free classes must be part of the Forever Active timetable. Class passes are issued after submission of a completed monthly record to the Volunteer Coordinator. Free cla
of vouchers, which must be produced when claiming your free class. Vouchers are non-transferrable and must only be used by the individual named. Proof of I.D may be re

Participation buddy



Assist individuals in accessing exercise opportunities. This could be in the gym, swimming pool or classes. Some members need help with setting up the equipment in the gym, building confidence in the water and during exercise classes. There are a range of ways in which volunteers can help develop someone's confidence and their ability to partake.

Role Description

- Help individuals access the gym; aid them in setting up equipment and the transition between exercises
- Accompany individuals to swimming sessions. Be a point of contact and offer support
- Accompany individuals in attending exercise classes. Help them settle into the class environment and offer guidance where needed

Criteria

- Friendly and approachable manner
- Confident in the environment you are supporting in e.g. knowledge of gym equipment if using gym (training can be given for volunteers if required but some experience is desirable)
- Organised
- Good time keeping
- Ability to access the facility at which the individual wishing to exercise
- Willing to attend a short workshop on mentoring

Incentive Scheme

Free access to the class attended whilst volunteering

Related documents

Full registration form
Equality Monitoring
Volunteering log
Volunteer Agreement
Policy documents

*Free classes must be part of the Forever Active timetable. Class passes are issued after submission of a completed monthly record to the Volunteer Coordinator. Free classes are given in the form of vouchers, which must be produced when claiming your free class. Vouchers are non-transferrable and must only be used by the individual named. Proof of I.D may be requested!



Class assistant

Provide support to the class instructor. There are many classes that would benefit from an extra pair of hands. This eases pressure on the class instructor and allows them time to discuss any issues with participants and ensure they can focus all their time on the development of the class. This role would also involve helping the class instructor to integrate new members to the class and making them feel welcome.

Role Description

- Administration support-taking registers, distributing paperwork
- Help setting up class equipment
- Help those less able with their transition around the class
- Give general support to the class instructor
- Encourage and support participants
- Meet and greet new members
- Aid new member integration into the class

Criteria

- Friendly and approachable
- Willingness to support others
- Good time keeping
- Willing to attend a short volunteer workshop

Incentive Scheme

For every two classes volunteered at individuals receive one free class*

Related documents

Full registration form
Self Disclosure
Equality Monitoring
Volunteering log
Volunteer Agreement
Policy documents

*Free classes must be part of the Forever Active timetable. Class passes are issued after submission of a completed monthly record to the Volunteer Coordinator. Free classes are issued as vouchers, which must be produced when claiming your free class. Vouchers are non-transferrable and must only be used by the individual named. Proof of I.D may be required.



Member of the Distribution Map

The distribution map is divided into small areas in which the main advertising points are highlighted. Volunteers can pick an area of the map (normally one close to their place of residence) and commit to helping keep information on activity sessions up to date for that area.

Role Description

- Commit to a small area of the distribution map (normally 3-4 drop off points in each area)
- Distribute new exercise literature within that chosen area
- Highlight potential additional drop of points

Criteria

- Knowledge of the chosen area
- Ability to freely access the chosen area
- Polite, approachable manner
- Organised

Incentive Scheme

Volunteers will each be issued with a Pedometer to record how many steps they take

Related documents

Distribution registration form
Equality Monitoring
Volunteering log
Volunteer Agreement
Policy documents

Class facilitator

Not all sessions require a qualified instructor to be present, just someone who can help the session run smoothly. This role is someone already attending the session but who can commit a little extra time to ensure a few small tasks are undertaken.



Role Description

- Take register of participants
- Issue health questionnaire to new participants
- Make new and current participants feel welcome
- Help gain access to relevant equipment
- Organise play whilst taking part themselves (e.g people who want to take part are able to)

Criteria

- Friendly and approachable
- Confident dealing with a range of different people
- Organised
- Good time keeping
- Willing to attend short volunteer workshop

Incentive Scheme

Volunteers will receive free entry into the class at which they are facilitating

Related documents

Full registration form
Equality Monitoring
Volunteering log
Volunteer Agreement
Policy documents

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Project Representative

Many service users are also members of other social groups. This role involves communicating to others the benefits of participation in the activities and encouraging others to have a go. Representatives can carry with them information on events to cascade to others or talk more formally to groups of peers.

This role could also involve going out to health organisations with a member of the sports development team to talk about positive experiences they have had through exercise.

Role Description

Any of the following:

- Informal cascading of information to local social groups/organisations
- Formal spokesperson at local groups
- Spokesperson regarding the benefits they have experience through being more physically active

Plus:

- Relaying of new information in any of the above forms

Criteria

- Experienced service user
- Confident speaker
- Friendly and approachable
- Strong communicator
- Desire to relay positive messages relating to the benefits of being more active
- Willing to attend a short workshop on volunteering

Incentive Scheme

One free class* for each hour spent volunteering

Related documents

Full registration form

Equality Monitoring

Volunteering log

Volunteer Agreement

Policy documents

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Event Assistant



The project will be aiming to host increasing amounts of events to help raise project funds and awareness. Volunteers will be essential in helping in the run up to, and during, the event.

Role Description

- Input into the structure of fundraising events
- Help promote the event in the local area
- Be available during the event to help with setting up, talking to attendees, distributing information, facilitating activities on the day
- Help gather feedback from members on the success of the event

Criteria

- Friendly and approachable
- Organised
- Can work as part of a team
- Good communicator
- Willing to attend a short workshop on volunteering

Incentive Scheme

Free drinks and lunch whilst at the event

Related documents

Full registration form
Equality Monitoring
Volunteering log
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Policy documents

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Class Instructor

This role is ideal for experienced service users who feel they would like to take their role on the scheme one step further. Through appropriate training the volunteer can lead a class/classes and impart their knowledge on to participants.

Role Description

- Lead an exercise session. Instruct and ensure health and safety of participants
- Answer questions relating to the exercise class
- Take registers in the absence of a class administrator
- Set up equipment as required

Criteria

- Nationally recognised qualification relevant to the exercise class
- CPR qualification (normally part of training course)
- Friendly and approachable
- Good communicator
- Organised
- Good Time keeping
- Willing to attend short workshop on volunteering

Incentive Scheme

Free Access to two alternative classes* per week

Related documents

Full registration form
Self Disclosure
Equality Monitoring
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Policy documents

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Transport buddy



Some participants find accessing classes difficult-especially if the location of the class is not on a main bus route. Volunteering to help get someone to a class that you attend enables them to increase their activities levels, and in turn, their ability to become more independent in the longer term.

Role Description

- Pick up/drop off another participant on route to/from your class
- Meet less confident transport users at the bus stop to aid their journey to/from the class

Criteria

- Full driving license for car buddy
- Friendly and approachable
- Confident communicator
- Good time keeping
- Organised
- Willing to attend a short workshop on volunteering

Incentive Scheme

Free access to the class* transport is being provided to

Related documents

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Self Disclosure
Equality Monitoring
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Policy documents

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Administration assistant



The Forever Active project requires a lot of administration support to remain operating. Utilising Volunteers to help with some of these tasks eases this load and enables more varied work to be undertaken.

Role Description

- Provide varied administration support to the Forever Active Coordinator
- Help develop administration systems to become more effective

Criteria

- Organised
- Good communication skills
- Adaptable
- Good time keeping
- Basic I.T skills (advantageous)

Incentive Scheme

For every full hour the volunteer gives they receive 1 free admission to a class.

Related Documents

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Equality Monitoring
Volunteering log
Volunteer Agreement
Policy documents

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General Volunteering

The project welcomes suggestions from members as to any other way they feel they could volunteer for the scheme. The project has a lot of man hours to operate so any way in which help can be given goes some way towards helping us become sustainable.

