

VOLUNTEERING POST DESCRIPTOR



Title	Active Schools Sport Activity Assistant Ref No:
Location	All Schools throughout East Ayrshire. Volunteers can request specific schools, areas that they would like to volunteer in.
Age Limits	16+
Dress Code	Volunteer T-shirt provided, smart sportswear, trainers. No football colours.
Times/ Days	Monday – Friday school lunchtimes and 3pm-5pm
PVG / Basic Disclosure Required	PVG Children <input checked="" type="checkbox"/> PVG Adults <input type="checkbox"/> Disclosure Standard <input type="checkbox"/> Enhanced <input type="checkbox"/> Basic <input type="checkbox"/> N/A <input type="checkbox"/>
Pre-entry Qualifications Required?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
If Yes, detail	
Team/ Section providing the opportunity	Contact Number: 01563 576363 Please note this position has a lower age limit of 16.
Duties and Responsibilities	<p>Provide opportunities for all children to participate in physical activity and sport</p> <ol style="list-style-type: none"> 1. Help plan and deliver quality coaching sessions in a range of sports and activities, taking into account individual and group needs. 2. Keep an up-to-date register of all participants in sessions 3. Maintain and improve skills through gaining qualifications, providing copies of certificates to line manager 4. Attend coach education in-service days <p>We ask all volunteers to:</p> <ul style="list-style-type: none"> • Have time and enthusiasm for volunteering • Understand the need for support and supervision • Have the time to undertake ongoing training • Be reliable
<p>East Ayrshire’s Vibrant Communities service provides a range of services/support to community groups and individuals across East Ayrshire.</p> <p>The services provided include</p> <ul style="list-style-type: none"> • External funding • Mobile skate park • Community councils 	

- Working with parents and children
- Working with young people
- Working with older people
- Health information/classes
- IT classes
- Literacy and numeracy
- All ability sports activities and much more

The wide range of services provided means we can offer a wide range of volunteering opportunities in a variety of settings and locations.

Training:

Prior to appointment, **all** volunteers will be required to undertake mandatory training in the following topics:

- Protecting people
- Vibrant Communities overview
- Customer care and complaint handling
- Diversity and equality

All of these courses will be undertaken on-line after registration as a Vibrant Communities volunteer is completed.

Other Training

Induction training will be delivered by volunteer supervisor.

CPI (Personal safety), Manual Handling (objects) and Literacy awareness training will require to be completed within 6 months of appointment.

A wide range of further training opportunities are available to all volunteers, both post specific and general.