

OC Active Volunteer

Role Description

- 1.1. Location:**
 - a) Osmani Centre and Sport Hall.
 - b) As and where the project requires
- 1.2. Accountable to:** Senior Health & Sports Development Officer
- 1.3. Volunteer hours:** 2-8 hours per week
- 1.4. Length of agreement:** 12 months
- 1.5. Special Conditions:** Evening and weekend working, as required
- 1.6. Purpose of the Role:**
 - a) To assist the staff and coaches in providing a structured health and sports sessions to the relevant participant age group.
 - b) To help facilitate group excursion, community events and training.

2. Main Tasks:

- 2.1.** To assist in planning, delivering and developing a structured, coached session for the relevant participant age group.
- 2.2.** To assist in following a structured syllabus, taking into account participant development and player pathways.
- 2.3.** To take registers of every session conducted.
- 2.4.** To take monitoring information of every participant (age, ethnicity, etc...).
- 2.5.** To arrange the required equipment for each session.
- 2.6.** To set up / set up the venue and leave it in the required satisfactory standard.
- 2.7.** To collect and administer participant fees where required.
- 2.8.** To assist in monitoring participant development and assist in altering the session accordingly.
- 2.9.** To respond to general enquiries and deal efficiently with any administration requirements resulting from the implementation of activities.



- 2.10. To work with a range of children and young people primarily 8 – 19 year olds.
- 2.11. To assist in providing guidance on progression opportunities based on the young person's interests and abilities.
- 2.12. To help promote the principles of healthy living to parents, teachers and others as required.
- 2.13. To be a positive role model at all times.
- 2.14. To assist young people in accessing volunteering opportunities provided by Osmani Trust.
- 2.15. To challenge discrimination and inequality.
- 2.16. To help adapt sessions to cater for differing ranges of ability.
- 2.17. To involve teachers, parents and volunteer coaches to ensure the ongoing continuation and development of the activity.
- 2.18. To be willing and actively participate in personal development through attending training, meetings, and networking events as deemed necessary by the post.

3. General Duties:

The post holder shares with all colleagues the responsibility:

- 3.1. To attend social events as necessary and to work with the Osmani Trust team.
- 3.2. To adhere to and implement Osmani Trust policies and procedures, including Equal Opportunities, Child Protection, and Health and Safety Policies.

4. Special Conditions:

- 4.1. This post involves working with children/vulnerable adults and therefore if successful you will be required to apply for a disclosure of criminal records at an enhanced level.