**Volunteer Job Description**

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| **Job Title**  Sports Volunteer | |
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| **Department**  Gym | **Team**  Sports |
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| **Reports to (Job Title)**  Sports Manager | |
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| **Responsible for:**  0 | **Job Grade** |
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| **Location**  YMCA Campus | **Contract Type** |

YMCA is a Christian organisation, committed to Equality and Diversity in the Workplace. YMCA is committed to the safeguarding of children, young people and vulnerable adults.

**Job Purpose**

To help support the daily running of YMCA’s onsite Gym – Y-Active Leisure Centre.

**Duties and responsibilities**

* To welcome customers, new people and existing clients to the gym as they arrive.
* To help to show new gym attendees how to use the equipment safely.
* To ensure equipment and facilities always remain clean and safe for use.
* To perform operational duties that include the assembly, dismantling, carrying, moving and safe storage of equipment and furniture.
* To undertake basic maintenance e.g. tidying up the gym equipment, so it’s prepared for the next day.
* To set up any of our sports activities in the right location: Martial Arts, Badminton, Climbing Wall, Basketball, Cricket, Netball, Table Tennis, the Dance Studio and the 4G Astro Pitch.
* To contribute to the organising and delivery of activities on a day-to-day basis.
* To help with bookings and take calls from people who want to find out more information about what we offer.
* To maintain high levels of customer care and work actively to ensure all activities and events run promptly and to specified standards.
* To contribute to the establishment of a safe working environment for all employees, customers and visitors.
* To report all issues of health, safety and welfare to the Line Manager or take remedial action as appropriate.
* To undertake administrative duties including maintaining records and collating information.
* To undertake such other duties as may reasonably be required.
* To comply fully with YMCA's policies and procedures relating to Safeguarding, Equality and Diversity, Professional Boundaries, and Health and Safety and to undertake training in these areas when required.
* To be willing and available to volunteer on days, evenings and weekends but we will offer you flexibility around your own commitments.

**Person Specification**

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| **Essential** |
| * Experience of working in a customer focused environment. * Knowledge of Health & Safety issues that relate to the assembly and use of sports equipment. * Good planning and time management skills. * The ability to build and maintain effective relationships and communicate with a wide variety of people. * The ability to project a positive image of sport to people at all levels |
| **Desirable** |
| * Experience in participation in range of sports. * A qualification in First Aid. * Other vocational qualification in a sports specialist subject. * Experience of working with sports clubs or in the community. * Commitment to the Christian aims and purposes of the YMCA. |