

West London YMCA seeks to ensure that all volunteers are treated well and there is clarity on both sides of what is expected. As part of a wider commitment to developing all our volunteers, the Association have committed to have a document that captures this information for each volunteer role. This document acts as a summary of the role, outlines why the role exists and what it entails.

## The Volunteer's Role

What is the name of this volunteer role?	Volunteer Aerobics Instructor
What area of the Association will the volunteer work in?	Housing
What is the purpose of this volunteer role?	To provide regular instruction as part of the Yummy Mummy's Gym team
What are the main tasks?	<ul style="list-style-type: none"> <li>✦ Run a weekly aerobics session (broken down into 2 40 minute sections) including warm ups</li> <li>✦ Help with the setting up of the room and clearing up afterwards</li> <li>✦ Contribute ideas and suggestions regarding the development of the Yummy Mummies Gym</li> <li>✦ Advise and work with residents to source appropriate equipment</li> <li>✦ Attend team and resident meetings where appropriate and possible</li> </ul> <p>This list is only a guide to the primary tasks for this role, from time to time other duties may be requested.</p>
Who does the volunteer report to?	Northolt Grange Hostel Manager
Are any other volunteers directly responsible to the role holder? Which roles?	No
How often will Line Management meetings take place?	Monthly
What site is this role based at?	Northolt Grange

What is the time commitment required from this role?	<ul style="list-style-type: none"> <li>▪ 2 hour aerobics session, plus additional set up and clearing up time</li> <li>▪ Other duties as reasonably required</li> </ul>
Does this role require access to the IT system?	No
Does this role require an email address?	No
What level disclosure is required from the CRB?	Enhanced
Are there any prerequisites for this role?	<ul style="list-style-type: none"> <li>✓ CRB disclosure (arranged through the Volunteer Coordinator)</li> <li>✓ 2 references</li> <li>✓ Induction meeting</li> <li>✓ 'Why the Y?'; 1 day corporate induction</li> <li>✓ Hold CYQ Level 2 Certificate in Fitness Instructing Gym (or equivalent)</li> <li>✓ Must be on, and hold insurance with, the Register of Exercise Professionals of the United Kingdom</li> <li>✓ Relevant additional Aerobics Training</li> </ul>

### **West London YMCA's Vision, Values & Ethos**

West London YMCA is an inclusive and diverse Christian movement, which welcomes people of all faiths and of none. We place a special emphasis on young people and children, particularly at times when we can make a difference. We work throughout West London to show Christian faith in action in local communities.

Our vision is that young people and communities are involved in creating and improving places and programmes where all feel welcomed, valued, respected and secure and can develop in body, mind and spirit.

Our Values are:

- ✓ Putting people and relationships first.
- ✓ Working in partnership with Churches, communities and other groups.
- ✓ Affirming the equal value of all persons and welcoming diversity.
- ✓ Relationships characterised by mutual respect, tolerance, openness, integrity and trust.

- ✎ Striving for the best we can achieve and always improving.
- ✎ Being creative and forward thinking.

West London YMCA is an inclusive and diverse Christian movement, welcoming people of all faiths and of none and seeking together to extend the kingdom of God.

All volunteers have to be in sympathy with our vision, values and ethos.

### **Policies & Procedures**

All volunteers are also expected to comply with the following policies:

- Confidentiality
- Child Protection
- Equality & Diversity

### **Additional Skills, Knowledge, Experience & Qualities desirable for this role**

- ✎ Experience of working with young people, particularly young mothers
- ✎ Willing to work within the Christian ethos of the YMCA
- ✎ Able to work as part of a team