

Volunteer role description – after school hours sport

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Location

<insert name of venue/park>

<insert street address and suburb>

Start date (and end date if known)

<insert start date> to <insert end date>

Main duty

Coach and organise <insert name of sport, for example 'children's soccer'>.

Aims of the role

To develop each student's:

- <insert specific sports skills, for example, soccer>
- social skills
- ability to play as part of a team.

What you need before you start

As well as the usual minimum requirements in the Department for Education volunteer policy and procedure, you must have:

- <add or remove as needed>
- a way for people to contact you when you volunteer
- easy access to a first aid kit and relevant medical details of students.

Supervision and safety

You need to make sure that:

- <add or remove as needed>
- everyone is safe
- students go to the toilet in pairs
- you can be contacted by the principal, parents and caregivers.

The duty of care for students is always the responsibility of the principal. However, if no department staff are present, you need to:



- have the names and contact details of students and their parents or caregivers
- always have another adult present (a parent or caregiver of one of the students)
- know who the students can leave with and wait with them until they are collected
- have the names and contact details of students and their parents or caregivers
- contact school staff if you can't contact parents or caregivers
- have the mobile number of the school principal or their delegate
- know what to do if the parents or caregivers don't turn up on time to pick up their child, including knowing that you must contact the principal.

What we expect from you

- Treat everyone fairly and with respect.
- Include students of all abilities, ages, genders, and ethnic backgrounds.
- Be a good role model for the students.
- Show enthusiasm and enjoyment – make it fun.

Reporting and contact details

Volunteer reports to: <insert name of site leader or their delegate>

Contact person: <insert name and number of contact person>

Role review date: / / 2018

