Volunteer

**All volunteers will be asked to carry out a range of tasks, including:**

* Manage telephone/on site bookings and swimmer registrations
* Ensure all disclaimers have been signed for those booked onto a session
* Provide bookings lists to all operational team prior to the start of the lessons
* Prepare and distribute goody bags
* Check booking list with teachers and placing participant in correct groups
* Advise and support children and parents putting on wetsuits / swimming caps and distribute swimming equipment
* Ensure participants are at correct positions (RNLI activity / lesson)
* Ensure participants are returned to responsible adults
* Carry out research questionnaires
* Local promotion of lessons by distributing flyers on beaches, in shops, local campsites and supermarkets
* Handle enquiries and answer general questions on Swim Safe

**The volunteer role is suitable for people who are:**

* friendly and approachable manner
* enthusiastic and motivational skills
* good time keepers, organisational and administrative skills
* good influencing, tact and diplomacy skills
* able to work independently, as well as within a team
* basic IT skills – word/excel/email
* Enjoy being outdoors and interacting with the public

**What can you expect from Volunteering at Swim Safe?**

* Full training session outlining your role
* Swim Safe uniform- polo shirt and warm top
* Safeguarding information relevant to your role
* Develop new skills and practise existing ones
* Valuable experience with national organisations

**What will we expect from you?**

* Take part in an induction session- approx. 90 mins
* Commit to a minimum of 1 day with Swim Safe
* Be punctual and appropriately dressed for your voluntary shift
* Positive attitude to the programme and enhance each session
* Carry out your duties in line with guidance given during training
* Be a team player and adapt to roles as required
* Get yourself to the Swim Safe location you have been assigned to
* Wear Swim safe uniform and safe and comfortable footwear

**Volunteer Registration Form**

Please complete the application form below and submit to swimsafe@rnli.org.uk

Closing date for Volunteer applications is **Friday 27th May 2016**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Please identify **which location** you would like to volunteer at:  [www.swimming.org/swimsafe](http://www.swimming.org/swimsafe) to list all sites |  | | | |
| Your Full name: |  | | | |
| Postal address:  Contact number: |  | | | |
| Contact email address: |  | | | |
| Emergency contact (*please state what relation this person is to you*):  Emergency contact number: |  | | | |
| Please outline your relevant experience and why you are suited to volunteering at Swim Safe |  | | | |
| The ASA and RNLI are committed to ensure disabled people are treated fairly and well, to enable them to carry out their volunteer role effectively. The Disability Discrimination Act 1995 defines disability as ‘a physical or mental impairment that has a substantial and long-term adverse effect upon his/her ability to carry out normal day-to-day activities’ | | | | |
| Do you consider yourself to have an impairment?  If yes, please detail any **reasonable adjustment requested** | Yes | | No | |
| Please list the dates you are able to commit to Volunteer at your chosen site.  ***Please keep these dates as committed in your diary*** | | | | |
| Any further comments in relation to your application: | | | | |
| **Referee:**  Please provide details of one referee that Swim Safe could approach with regard to this application.  Name:  Capacity known to you:  Emergency contact number: Please state what relationship this person is to you):  Email:  Telephone No: | | | | |
| If you are selected to be a Swim Safe volunteer, kit will be provided for you to keep. Please state size required below:   |  |  | | --- | --- | | Item | Size – S, M, L, XL, XXL | | Polo shirt |  | | Waterproof jacket **OR** Hoodie ( please select) |  | | | | | |
| **Signed:** | | **Date:** | |  |

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