



RIDING FOR THE DISABLED ASSOCIATION BRIGADOON INC

Developing abilities & enriching lives through therapeutic
and recreational equestrian activities



ROLE DESCRIPTION

ARENA VOLUNTEER

Responsible To:

- The Centre Volunteer Coordinator
- The Coach during service delivery and horse care
- The Centre Committee

Role

The role of the arena volunteer is to assist the coaches to set up various activities and tasks prior to and during RDA sessions in the arena.

Responsibilities and Duties

- Consider volunteering a serious commitment
- Work constructively as part of a team
- Be friendly, polite, courteous and professional. Be reliable, punctual and honest.
- To endeavour to provide a service to clients of a high standard.
- Assist in setting up the arena as per coach's instructions.
- Assist in clearing the arena at the end of each session.
- Assist during session to set up various activities as per coach's instructions.
- Maintain confidentiality in all issues pertaining to clients
- To complete a Working With Children Check which has a positive outcome
- To notify the Centre of planned days of attendance
- Demonstrate support and commitment to the policies and procedures of the organisation, including the RDA Occupational Health & Safety Policy and exercise a Duty of Care as required under the Occupational Health & Safety Act 1984. (The policies and procedures are in the RDAWA Resource Manual available for reading in the office of our Centre Club House.)
- Undertake training as needed
- Maintain effective communication with all staff and volunteers
- Wear the identification badge provided by the Centre and wear neat, suitable clothing that enables the execution of all duties and which gives a good impression to the Community.

Rights

- To be treated as an equal and as a valued member of “the team”
- To receive sufficient orientation and ongoing training to fully prepare for the role
- To be given a role suited to your temperament, abilities and skill level with consideration for personal preference
- To reimbursement for certain expenses in relation to your volunteering as decided at Committee level
- To be covered by RDAWA’s current insurance policy
- A clearly written role description
- Know who you are accountable to
- Be recognised as a valued team member
- Be supported and supervised in your role
- A healthy and safe working environment
- Say “NO” if you are uncomfortable with expectations of you
- Be informed and consulted on matters which directly or indirectly affect you or your work as a volunteer
- Be made aware of the grievance procedures within the organisation

Skills and Knowledge

Ideally an arena volunteer is someone who:

- Has a genuine care and concern for people who are disabled
- Is patient, kind and committed
- Has the flexibility and ability to deal with all types of weather
- Has a reasonable level of fitness
- Has a willingness to undergo training in the role
- Is a pleasant and caring personality
- Is Courteous and punctual
- Is reliable
- Can follow directions

Attachments

- Code of Practice Governing Volunteers involved in RDA
- RDA Brigadoon Mission Statement

I have read this Role Description and I agree to undertake these tasks to the best of my ability and agree to read the information given in the Volunteer Information Booklet.

Volunteers Signature: _____

Date: _____

Centre Volunteer Coordinators Signature: _____

Established: January 2009

Revised:

Next Review Date: October 2009