

Gym Volunteer

at Fife Sports and Leisure Trust

Why we want you

- To support our instructors, staff members and classes by welcoming and supporting participants in our facilities creating a friendly environment.

What you will be doing:

- Provide a warm welcome to all leisure centre visitors and participants
- Support staff members and instructors within the volunteer area

The skills you need:

- Be welcoming and encouraging
- Have good listening and communication skills
- Reliability
- Non-judgemental, caring approach
- Have good organisational and time-keeping skills
- Ability to work as part of a team
- Self-awareness
- Willingness to undertake training required

What's in it for you:

- You will help people improve both their physical and mental wellbeing in our inclusive environment
- You will meet and socialise with new people
- You will, learn and develop new skills to support your own wellbeing
- Give something back to your community

What you can expect from us:

- Access to our job opportunities
- Access to wellbeing support
- An induction into Fife Sports and Leisure Trust
- One-to-one support sessions
- Related Peer support from others

More about this **specific volunteering opportunity**: -

Volunteer Opportunity: Gym Volunteer

Time Commitment: to be discussed

Location: to be discussed

Reports To: Duty Manager / Gym Staff

What you will be doing: As a Gym Volunteer/or Work Experience placement at Fife Sports and Leisure Trust, you will play a supportive role in helping to create a positive and welcoming environment for all gym users. While you will assist the gym team with various tasks, it's important to note that if you are working towards and do not have formal qualifications specifically the minimum of Gym Instructor Level 2, you will not be permitted to prescribe fitness programmes or lead any fitness classes. Your role will focus on providing general support to the team, customer service and ensuring the gym environment is clean, safe, and inviting.

Key Responsibilities:

- **Customer Service:** Greet and welcome gym users, helping with general inquiries and directions within the facility.
- **Equipment Maintenance:** Assist in the tidying and organisation of gym equipment, ensuring that it is returned to its proper place after use. Report any faulty equipment to a staff member.
- **Hygiene and Cleanliness:** Help maintain a clean and hygienic environment by wiping down equipment, refilling sanitation stations, replenishing cleaning supplies and ensuring that all areas are kept neat and orderly.
- **Supervised Assistance:** Under the direct supervision of a qualified staff member, you may assist with non-technical tasks, such as setting up equipment for classes or organising materials for gym events.
- **Health and Safety:** Monitor gym areas to ensure they are safe for users, reporting any hazards or concerns to staff immediately. Ensure that users adhere to FSLT gym etiquette/rules and guidelines.
- **Promotion of Events and Services:** Help promote upcoming events, classes, services, and retail offered by the facility, providing information to gym users and encourage upselling.
- **Promotion of Membership Product:** Promote FSLT membership products becoming well versed in the product range to support membership prospects with information on membership packages and “add on’s”.
- **Always Supervised:** You must always be supervised by a qualified staff member during your volunteer shifts to ensure compliance with facility policies and safety standards.

Uniform and Identification:

- You must always wear the designated volunteer uniform while on duty. This uniform will make you easily identifiable to gym users and staff.
- A name badge identifying you as a volunteer must be worn at all times.
- Ensure that your uniform is clean and presentable to maintain a professional appearance.

Training Provided:

- Orientation on gym policies and procedures.
- Basic health and safety training relevant to the gym environment.
- Customer service and communication training.
- Fire Evacuation Training
- Building Induction, Site Specific
- You shall always be supervised by a qualified staff member during your volunteer shifts to ensure compliance with facility policies and safety standards.

Skills and Qualities:

- Friendly and approachable demeanour.
- Good communication skills.
- A keen interest in fitness and well-being.
- Willingness to follow instructions and work as part of a team.
- Ability to adhere to rules and maintain a professional attitude.

Benefits of Volunteering:

- Gain experience in a gym environment.
- Improve communication and customer service skills.
- Contribute to the local community.
- Opportunities to attend fitness classes and events (where applicable).

Supervision and Support: As a Gym Volunteer, you will be supported by Gym Staff and other qualified staff members. Regular check-ins will be conducted to ensure that you are comfortable with your voluntary role and to address any questions or concerns you may have.

Fife Sports and Leisure Trust aim to create a safe and positive environment for everyone who comes on board with us to realise their full potential. For this role, you may be subject to a **PVG or Police Disclosure** check. This ensures that you are covered by our '**Public Liability Insurance Policy**' while working alongside us.

Fife Sports and Leisure Trust is required by law to carry out a criminal record check for certain volunteering roles with children, young people, or vulnerable adults.

References will be required prior to volunteering.

Privacy Notice

Your privacy is important to us.

Where personal data is provided to Fife Sports and Leisure Trust, we become a “Data Controller” under data protection laws and have responsibilities to ensure your information is used appropriately and kept secure.

Full details of the Volunteers Privacy Notice can be found by visiting [Volunteers - Fife Sports and Leisure Trust \(fifeleisure.org.uk\)](https://www.fifeleisure.org.uk/volunteers-privacy-notice).

If you have concerns about data protection issues or the use of your personal data by Fife Sports and Leisure Trust, please email us at: data.protection@fifeleisure.org.uk.