

# VOLUNTEER POSITION DESCRIPTION - EXAMPLE

## Risk Assessment & Policy Considerations

This template supports volunteer position descriptions to include risk assessments and policy considerations. Aligning the various responsibilities of volunteer positions with potential risks and related policies can inform the screening processes and the development and/or refinement of policies.

**POSITION TITLE:** Head Coach for a Sports Organization

### POSITION DETAILS

### RISKS

### POLICY

<p><b>PURPOSE OF POSITION</b></p> <p>Teach fundamental skills of the sport to children. Adhere to the standards of coaching as outlined in national standards. To instill a love of the sport, inspire youth, and teach sportsman-like conduct.</p>	<ul style="list-style-type: none"> <li>• Coach works with minors (<i>under 18</i>) with limited supervision</li> </ul>	<p><i>What potential policies are required?</i></p> <ul style="list-style-type: none"> <li>• A policy is required around screening &amp; recruitment -&gt; <a href="#">see 1.1</a> (<i>specification for screening around high-risk positions</i>)</li> </ul>
<p><b>DUTIES / ACTIVITIES</b></p> <ul style="list-style-type: none"> <li>• Provide a safe environment for children (<i>includes: checking equipment, providing first aid, following organizational policies around risks, and reporting incidents</i>)</li> <li>• Teach the fundamental skills and ensure skills are developmentally appropriate to the age group.</li> <li>• Schedule practice times and book venues</li> <li>• Ensure all athletes and volunteers are registered to play.</li> <li>• Develop plans for season activities (<i>includes lesson plans &amp; yearly goals</i>)</li> <li>• Assist officials in determining inclement weather conditions to ensure safe play</li> <li>• Support parents, staff, and players as needed</li> </ul>	<ul style="list-style-type: none"> <li>• Appropriate training and education is required in order to mitigate potential risks.</li> <li>• Coach is in a position of trust/authority; responsible for teaching the children about ethical sportsmanship and conduct, often develops a close bond with children and has decision-making power</li> <li>• Children are often in a position of dependence upon the Coach in relation to assessing conditions of play, for first aid, and assisting with equipment as required</li> </ul>	<ul style="list-style-type: none"> <li>• Obtaining consent for a third party reference and/ or Police Information/Vulnerable Sector Check -&gt; <a href="#">see 1.1A</a></li> <li>• Policy around the privacy and storage of screening documentation (<i>including Vulnerable Sector Checks</i>)</li> <li>• Potential policy around adherence to privacy legislation (i.e. FOIP or PIPA)</li> </ul>
<p><b>CLIENT / PEOPLE SERVED</b></p> <p>Youth under 18, all ages and skill sets</p>	<ul style="list-style-type: none"> <li>• Coach is in a position to assess potential risks; evaluating unsafe equipment, inclement weather, risk of play, etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Potential policy around required volunteer certification</li> </ul>
<p><b>LOCATION / SETTING</b></p> <p>Recreation centres and local fields</p>		<p><b>SAMPLE POLICIES</b></p>
<p><b>TIME COMMITMENT</b></p> <p>1 season (<i>minimum commitment</i>) / 3 season (<i>maximum commitment</i>) Average 5 hours a week: Practice times (3 hrs/week) &amp; Planning (2 hrs/week)</p>		<p><b>1.1</b> To ensure a mutually beneficial experience for volunteers, organization, and participants, all volunteers will be screened before they can be accepted and placed within the organization.</p>
<p><b>SUPERVISION / TRAINING / ORIENTATION</b></p> <p>Coach operates under minimal supervision and may be alone with the children during practice, pre-game and post-game. Coach will be alone with children in the change rooms - before, during, and after games/practices.</p>		<p>Ongoing screening will be conducted through supervision, evaluation, and feedback to ensure standards continue to be met by volunteers, within the organization, and programs. Specific screening procedures will be dependent on the particular position and outlined in the "Terms of Reference".</p>
<p><b>OTHER DETAILS</b></p> <ul style="list-style-type: none"> <li>• Required: current "Respect in Sport" certificate (<i>First Aid training is an asset</i>)</li> <li>• Must like children and be passionate about the sport with a desire to foster skills-development, a passion for the game, and inspire sportsman-like conduct</li> <li>• Knowledge of teaching and age-appropriate lessons and skills development considered an asset</li> </ul>		<p><b>1.1A</b> A Police Information Check/ Vulnerable Sector Check may be used as one of the screening tools, if required, potential volunteers must sign a consent form for requesting a Police Information Check/ Vulnerable Sector Check</p>