

# Sheffield CYCLING 4 ALL

## Session Meet & Greet / Reception Volunteer

### Aims of the Organisation/Service

Sheffield Cycling 4 All (SC4A) is a project that enables anyone to enjoy cycling, whatever difficulties or disabilities they face. We are a people led organisation committed to providing Sheffield with regular and active inclusive cycling sessions.

### Volunteer Role Description

You will play a key role in the smooth running of our inclusive cycling sessions and in the collection of registration forms, data and cash.

### Where you can volunteer

Our sessions take place at Hillsborough Park, Sheffield. All our sessions are outdoors. We have a cancellation policy whereby we cancel if the weather makes it unsafe to cycle, but we often work when the weather is bad, eg. when it is drizzling or cold

Tasks you may do include:

- Setting out / packing away the reception desk before and after the session
- Setting out / packing away the session banners before and after the session
- Welcoming participants when they arrive at the session
- Checking participants are registered, sign in, pay and issue receipts if needed. At the moment we operate a paper system but it is anticipated that we will move to an electronic system
- Assisting new participants to register and referring participants to a Session leader for an initial assessment
- Totalling cash and handing over the paperwork at the end of a session (assisted by the Session Supervisor)
- Helping with other tasks at the request of the session supervisor



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## Your Skills and Experience for this Role

- € Enjoy cycling and are willing to volunteer outdoors in (almost) all weather conditions
- € An interest and understanding of people and an ability to demonstrate patience, sensitivity and reliability
- € A friendly, professional and welcoming manner and the ability to relate to a wide variety of participants
- € A commitment to relate to Disabled people in a non-judgemental way and to treat everyone as equals
- € The ability to work with a range of people from a wide variety of social and cultural backgrounds with a variety of impairments
- € Good administration skills with an attention to detail
- € Ability to follow instructions and to ask questions to clarify information
- € Willingness to attend training, support and supervision meetings as required
- € Carry out tasks according to Disability Sheffield policies and standards, in particular Confidentiality, Equal Opportunities and Health and Safety
- € Ability to work as part of a team and work with Sheffield Cycling 4 All / Disability Sheffield staff and volunteers
- € You will need to be able to take care of all your personal needs whilst at our session (as well as travelling to and from the session) or you will attend with a carer who will support you at the session

## Benefits of Volunteering with Us

- Experience of working in a team
- Supervision
- An opportunity to engage with the wider work of Disability Sheffield
- Training opportunities, including -
  - Induction training
  - Disability Equality training
  - Safeguarding training
  - ABC bike check (where relevant)
  - How to register participants and keep attendance records

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## When you can volunteer

At our public sessions, currently held on Tuesday and Thursday mornings and afternoons

Our morning sessions run from 10am till 12.30pm

Our afternoon sessions run from 1pm till 3pm

Volunteer hours for sessions

Morning sessions: 9.45am till 12.45pm

Afternoon sessions run from 12.45pm till 3.15pm

Time commitment requested: 4 sessions a month

## Other people in your team you will work with

Session Supervisors (normally the Sheffield Cycling 4 All project coordinators, but occasionally their freelance replacements)

Sheffield Cycling 4 All / Disability Sheffield staff and volunteers

## Who to Contact for more Information about this role

Rosemary Hill, Sheffield Cycling 4 All Project coordinator

Tel 07565 695296

Email [Rosemary.hill@disabilitysheffield.org.uk](mailto:Rosemary.hill@disabilitysheffield.org.uk)



**Disability Sheffield**  
Centre for Independent Living