

## LIFT Volunteer Policies and Procedures

In order to ensure the safety of both our volunteers and those that we serve, we require adherence to the following guidelines. The list is not exhaustive of the principles of conduct that govern the operation and mission of the LIFT Fitness Foundation. Please see your LIFT Program Coordinator for clarification or details.



1. Attend the Volunteer Orientation Meeting prior to beginning each LIFT Program.
2. Refrain from smoking, using profanity, drugs or consuming alcohol while volunteering for LIFT.
3. Volunteers should attend at least half of the scheduled sessions per month.
4. Volunteers will be asked to write letters of encouragement and congratulations to assigned athletes for graduation. Letters will be due 5 days prior to each graduation and will be handed out during the ceremony. Sample letters will be provided.
5. Arrive 10 minutes prior to your scheduled session.
6. Volunteers should dress in appropriate workout attire. Pants must be worn at your waistline, shorts no shorter than mid-thigh, stomachs and chests fully covered, close-toed shoes and no sleeveless shirts.
7. Do not bring or wear any expensive jewelry, purses, etc.
8. Children age 14 - 17 are welcome to volunteer, with an adult.
9. If you are unable to attend a scheduled shift, please email [jamie@liftfitnessfoundation.com](mailto:jamie@liftfitnessfoundation.com) 24 hours prior to the scheduled shift.
10. It is not required, but encouraged, that all volunteers donate \$10 for a LIFT t-shirt so that each LIFT Athlete can easily identify volunteers.
11. Be prepared to complete the workout alongside the Athletes.

### LIFT Volunteer Duties Include, but are not limited to:

- **LIFT Head Coach:** Head Coaches are responsible for implementing the LIFT Program. Head Coaches will ensure that all necessary information is being collected from athletes prior to the session beginning including weights, measurements, LIFT journal entries, assessments, etc. They will also ensure that each session is running smoothly and there is sufficient time for all activities planned for that day.
- **LIFT Assistant Coach/Volunteer** - Volunteers will be assigned one or more of the following roles by the Head Coach. The roles may change from session to session as needs arise and based on volunteer skills and comfort levels. Small group/mentor assignments will remain in place for the entire program to best build trust and rapport between the Athletes and Mentors.
  - **LIFT Athlete Mentors:** Athlete mentors will meet with athletes in small groups to discuss the workout of the week and to check-in with athletes on how LIFT is going. Two-3 volunteers will be grouped with 4-5 athletes.
  - **LIFT Athlete Partner:** Athlete partners will be assigned to specific athletes who may need additional support with workouts and assignments. Partners will provide encouragement and motivation to athletes. Partners will ensure that all fitness and nutrition related questions are answered by LIFT staff members. LIFT Athlete Partners may also take part in the exercise.
  - **LIFT General Support:** Assisting Head Coaches with collecting athlete information, set-up/clean-up for scheduled sessions, offer motivation to Athletes during each training session
  - **LIFT Runners:** The LIFT Runner may be in charge of picking up food, gift certificates, exercise equipment, or any items needed for the program.