



## VOLUNTEER ROLES AND RESPONSIBILITIES

### Overview

Walk Richmond is a guided walking program aimed to promote overall health and wellness. The initiative was developed by the City of Richmond with key partners and is coordinated by the Richmond Fitness and Wellness Association (RFWA) to build a legacy of healthy lifestyle by engaging people in life-long walking.

### Role of the 'Walk Leader'

The purpose of the Walk Leader is to share their love of walking and to facilitate and guide the participants along the local walking routes. Many of the participants will look to the Walk Leader for guidance and support.

#### The Walk Leader is someone who:

- Is passionate for walking
- Is familiar with Richmond and the Walk Richmond routes
- Is friendly and enthusiastic
- Is welcoming and has the communication skills needed to give clear instructions
- Is reliable and punctual
- Has the ability to keep a group together and motivated

### Duties and Responsibilities of the 'Walk Leader'

**Please ensure you are familiar with the Walk Richmond program, and understand these responsibilities.**

#### *Before a walk:*

- Familiarize yourself with the walk before taking the group around, looking for hazards, places where it is easy to miss a turn and good places to stop for rests en route.

#### *On the day of the walk:*

- Check the weather forecast and dress appropriately.
- Arrive in good time for the walk and welcome all walkers and identify any newcomers.
- Ensure all participants have signed the sign-in sheet and first-timers have completed the PAR-Q+ Form.
- Confirm that all walkers feel confident about the walk before setting off.
- Be prepared to be assigned as the lead, middle or sweeper.
- Lead the walk at a measured pace which suits the group you are leading.

### **Training and Insurance**

All Walk Leader volunteers are expected to maintain current CPR and First Aid certification; complete a Criminal Records Check and attend a training session that will familiarize them with the Walk Richmond program, expected duties and safe walking tips. Dates and times for these training sessions are to be confirmed. All volunteers and participants are covered by insurance through the Richmond Fitness and Wellness Association.

### **Scheduling / Availability**

It is expected that the Walk Leaders should be available to lead a minimum of one walk per month, for the period of one year.

### ***For more information, contact:***

Gwendolyn Megrian  
Walk Richmond Coordinator  
[gmegrian@richmond.ca](mailto:gmegrian@richmond.ca)  
[www.richmond.ca/walk](http://www.richmond.ca/walk)

