

# ARTHRITIS FOUNDATION WALK WITH EASE PROGRAM (WWE)

## LEADER POSITION DESCRIPTION

**Role:** Plan and lead quality Arthritis Foundation Walk With Ease activities.

### **Characteristics of a Good Leader:**

1. Empathy toward people with arthritis and related diseases, gained through personal or professional experience.
2. Interest in working with groups of people with arthritis and related diseases
3. Experience in teaching physical activity classes and skilled in group process and instructional techniques.
4. Desire and ability to help others.
5. Strong belief in the value of regular physical activity.

### **Qualifications:**

1. Successful completion of the Arthritis Foundation Walk With Ease Program Leader online training workshop; send copy of documentation to SC DHEC
2. Current certification in cardiopulmonary resuscitation (CPR) is required: first aid certification is strongly recommended.
  - a. CPR certification must be maintained while serving as a WWE leader.
3. Lead at least two six week Arthritis Foundation Walk With Ease Program class series within the year following training and submit participant data to SC DHEC.
  - a. The first class series must be within three (3) months of completing the leader training.
4. Teach at least two class series annually thereafter and submit participant data to SC DHEC.
5. Affiliation with a facility or organization that can provide space for the classes and insurance coverage for the program is recommended.

### **Leader Requirements:**

1. Commit to following all Arthritis Foundation program policies regarding the Arthritis Foundation Walk With Ease Program and conduct all class sessions in accordance with the Leader's Guide without making changes, additions or deletions.
  - a. Sign a statement of Understanding to document this commitment.
2. Collaborate with the Organizational Liaison in pre-class planning activities, including tasks such as: setting class meeting dates, and times, publicizing classes to recruit class participants, notifying SC DHEC of class schedules, arranging to register participants, scheduling the use of facilities, and obtaining the participant Walk With Ease workbooks.
3. Establish and enforce participant guidelines and monitor safety:
  - a. Avoid discussion or promotion of specific physicians, health professionals, health institutions or unproven remedies.

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- b. Do not provide answers to specific medical questions, specific treatment advice or individualized exercise programs.
  - c. Adhere to a “no touch” policy – no one is allowed to manipulate another’s limbs to help with exercises.
  - d. Remind participants to observe safety principles such as the two-hour pain rule, slowing down when tired, limiting movements that are painful and avoiding vigorous exercising of inflamed joints.
4. Administer, collect and send all necessary paperwork to SC DHEC.
  5. Submit timely and accurate participant data and release forms from new participants after each class series or as required by the Arthritis Foundation to SC DHEC.
  6. Participate in any evaluation procedures established by the Arthritis Foundation, including but not limited to participant surveys and leader questionnaires.
  7. Inform class participants about other Arthritis Foundation resources and activities that may interest them.
  8. Communicate problems, concerns, questions or suggestions promptly to the Arthritis Foundation and SC DHEC.