

## Volunteer Task Description and Person Specification

<b>Role</b>	Youth Work Volunteer
<b>Reporting to</b>	Amie Wheal
<b>Time Period</b>	Ongoing

### Aims of Youth Team

- To provide a range of youth activities to young people in the evenings, weekend and during holidays
- To enable young people to progress to adulthood, gaining skills, knowledge and experiences that will help them succeed in life
- To listen to young people and enable them to influence decisions, activities and play and active positive role within their local communities
- To actively promote the charity providing information about the services Child Dynamix has to offer
- To support and engage others in charity event opportunities

### Tasks available for volunteers

- To help plan and deliver open access youth provision
- To help supervise the children during youth club sessions
- To help behind the coffee bar and support young people with cooking and making drinks
- To help organise and support community events
- To help with consultation events
- To help distribute publicity time tables and inform young people about the activities they can participate in
- To represent and promote the Youth Team within your community
- To attend local meetings or presentations within the Youth Team
- To come up with ideas for donations where appropriate
- To help with fundraising initiatives and activities

### Personal qualities:

<p><b>Relevant experience</b></p> <ul style="list-style-type: none"> <li>• Previous experience of working with children, young people and families</li> <li>• Bringing up own family or looking after others children</li> <li>• Work within schools, colleges or youth groups</li> <li>• A good understanding and willingness to follow health and safety procedures as well as manual handling procedures when moving or lifting equipment.</li> </ul>	<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Happy to communicate with different people</li> <li>• Comfortable in different social settings</li> <li>• Enthusiastic about the Youth Team vision</li> <li>• Willing to develop skills around working with confidence in the community</li> </ul>
<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• Committed to learning more about working with young people</li> <li>• Knowledge about issues that affect young people</li> <li>• A desire to undertake role specific training and a commitment to learning</li> </ul>	<p><b>Communication skills</b></p> <ul style="list-style-type: none"> <li>• Able to communicate with children young people and families</li> <li>• Contactable via telephone and/or email</li> <li>• Happy to talk with other volunteers at team meeting</li> <li>• Able to communicate with colleagues and team members</li> </ul>
<p><b>Competencies</b></p> <ul style="list-style-type: none"> <li>• Happy to work under the guidance and support of the Youth Team</li> <li>• Maintain regular contact with staff and young people</li> <li>• Happy to work with other volunteers and be supportive to others</li> <li>• Able to maintain confidentiality</li> <li>• Keep any receipts needed to claim expenses</li> <li>• Able to manage your own time, and be punctual and presentable</li> <li>• Able to use your initiative and ask for support when needed</li> </ul>	<p><b>Respect,</b></p> <ul style="list-style-type: none"> <li>• Respect for others’ opinions, beliefs and points of view</li> <li>• Has empathy for children, young people, adults and families that the Youth Team works with</li> <li>• Comply with all policies, procedures and code of conduct set by Child Dynamix</li> </ul>

Due to the nature of this volunteering work the provisions of Section 4(2) of the 1974 Rehabilitation of Offenders Act do not apply.

Applicants will need to give permission for an enhanced Disclosure and Barring Service (DBS) check to be made.

Information about convictions, which for other purposes are “spent” must therefore be disclosed but may not exclude you from becoming a volunteer with Child Dynamix.

<i>Date of version: 22/02/18</i>	<i>Date for next review: 21/02/19</i>
<i>Name of author: Suzella Buhlmann</i>	