

# Role Description for Volunteers

## 1. Role Purpose and Principal Activities

- 1.1. The role exists to support the Youth Worker in Charge to create positive informal, educational and recreational activities chosen by and developed with young people aged 9 to 19 (or to 25 with special educational needs) rooted in their community that are safe, fun, welcoming and engaging.
- 1.2. The Volunteer will help ensure that any activity and/or provision is accessible and appropriate to young people regardless of gender, disability, race, ethnic identity, social background and sexuality.

## 2. What we ask of you

- 2.1. To volunteer under the direction of the Youth Worker in Charge taking responsibility for what you do with young people, ensuring the provision of an effective and high-quality service.
- 2.2. To support the Youth Worker in Charge to maintain registers, registration, and media consent forms and any accompanying evidence for producing session activity logs, half-termly reports, case studies and monitoring reports at regular intervals.
- 2.3. To support the Youth Worker in Charge to gather feedback from and to consult young people about their needs and involve them in the design, development and conduct of any appropriate social action that they can be involved in to effect change in their community.
- 2.4. To attend team meetings and training and comply with all of our policies.
- 2.5. To adhere to safeguarding policies at all times, keeping up to date with safeguarding training, and ensuring all children accessing the project are safe from harm, taking appropriate action where uncertainty is raised discussing all concerns with the Youth Worker in Charge and / or Team Manager.
- 2.6. To be aware of appropriate risk assessments for any activity, session, building, equipment or vehicle before any programme delivery and ensure that actions and precautions are adhered to prior to and during sessions, any accidents or incidents are recorded and reported using online reporting systems.
- 2.7. Wherever possible to involve young people in all of the tasks and responsibilities listed here.
- 2.8. Treat information on the children, young people and their families with the strictest confidence in accordance with the Code of Conduct
- 2.9. Copyright – If in the course of your role you originate any design (whether registerable or not) or other work in which copyright may subsist, you agree that you are acting as the agent or nominee of SCYP and that the rights in relation to any such design or other work shall vest in and become the property of the charity.

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