



## Model Documents – Appendix 20

### VOLUNTEER JOB DESCRIPTION (YOUTH)

- VOLUNTEER TITLE:** Assistant Youth Worker
- MAJOR OBJECTIVE OF TASK/PROJECT:** To enable young people to experience and contribute to the youth programme activities which are fun, safe, social and educational (team building, developing self-confidence)
- VOLUNTEER RESPONSIBILITIES:**
- To assist in the running of the youth programme which has ..... young people and ..... staff (insert numbers)
  - To communicate with co-ordinator and other volunteers about daily programme activities
  - To supervise young people and ensure general health & safety and rules of conduct
  - To build a rapport with young people and listen to their concerns
  - To facilitate and participate in games, activities and discussions with young people
  - To assist with necessary programme set-up and clean-up
  - To undertake required record keeping procedures including reporting verbally to supervisor and completing any relevant programme forms
- TRAINING:** To participate in support/information meetings and one to one supervision meetings  
Attend relevant training courses/workshops
- TIME COMMITMENT:** **Minimum of ..... months**
- HOURS/DAYS/ LOCATION:** **To volunteer between (hrs) ..... - .....**
- Days: Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday (circle) or Other .....**
- Location (address): .....**
- SUPERVISION:** Direct supervision will be given by the Volunteer Co-ordinator or designated supervisor .....
- BENEFITS:** Development of team and leadership skills, taking part in fun activities, accessing training to further personal development, meeting a challenge.