

ROYAL BOROUGH OF KINGSTON UPON THAMES
EDUCATION & LEISURE SERVICES
JOB DESCRIPTION

JOB TITLE	VOLUNTEER YOUTH WORKER	POST NO.
DIVISION	EDUCATION & LEISURE SERVICES	
SECTION	YOUTH SERVICE	

RELATIONSHIPS

1. RESPONSIBLE TO

Full Time Youth Worker

2. IMPORTANT FUNCTIONAL RELATIONSHIPS

Other paid and voluntary members of staff, young people and parents, members of the public, neighbours, the police, user groups at the centre

3. IMPORTANT EXTERNAL RELATIONSHIPS

Youth Work Staff, Borough Councillors, Staff from Education and Leisure Services and other directorates

MAIN PURPOSE OF JOB

To work towards Empowering and Optimising the Potential of Young People

PREPARED BY : HEAD OF YOUTH SERVICE

AGREED BY :

DATE : AUGUST 1999.

DATE :

MAIN RESPONSIBILITIES/DUTIES OF JOB

1. (All work to be undertaken within the context of the youth work curriculum)
 - i. Encourage young people to work together co-operatively.
 - ii. Demonstrate a commitment to promoting equality of opportunity by counteracting the effects of discrimination and raising young people's awareness of equal opportunities.
 - iii. Encourage and support young people to make and take decisions, both within the club/centre and their lives in general.
 - iv. Encourage and support young people to develop their own identity.

Youth Work Delivery

2. Participate in the planning, delivery and evaluation of the youth work programme.
3. Work directly with young people in groups.
4. Work with young people outside the centre, if required.
5. Work co-operatively with other paid and voluntary staff.
6. Arrive promptly at the agreed time and be involved in the preparation and clearing up of the centre.
7. Ensure that young people are safe whilst at the centre or on an organised visit outside.
8. Protect the fabric and equipment within the building.
9. Attend staff meetings and supervision sessions.

Royal Borough of Kingston upon Thames
An Equal Opportunities Employer

Person Specification: Volunteer Youth Worker (Part Time)

1. Ability to reflect on own experience as a young person and awareness of how this impacts on young people today.
2. Appreciation of the importance of:
 - i. Young people working together co-operatively.
 - ii. Countering the effects of discrimination and raising young people's awareness of equal opportunities.
 - iii. Young people being encouraged to make and take decisions, both within the club/centre and in their lives in general.
 - iv. Young people developing their own identity.
3. Experience of, or the ability to, work with young people in groups and on an individual basis.
4. Experience or understanding of the importance of working as part of a team.
5. Willingness to work outside of the club/centre if required.
6. Attendance at staff meetings, the Qualifying Course for Part Time Youth workers, supervision, and appraisal sessions.

ROYAL BOROUGH OF KINGSTON UPON THAMES
EDUCATION & LEISURE SERVICES
JOB DESCRIPTION

JOB TITLE	TRAINEE YOUTH WORKER(Part Time)	POST NO.	
DIVISION	EDUCATION & LEISURE SERVICES		
SECTION	YOUTH SERVICE	SCALE	Scope 3

RELATIONSHIPS

1. RESPONSIBLE TO

Designated Line manager, or in their absence the Leader in Charge or their Deputy

2. RESPONSIBLE FOR

3. IMPORTANT FUNCTIONAL RELATIONSHIPS

Other paid and voluntary members of staff, young people and parents, members of the public, neighbours, the police, user groups at the centre

4. IMPORTANT EXTERNAL RELATIONSHIPS

Youth Work Staff, Borough Councillors, Staff from Education and Leisure Services and other directorates

MAIN PURPOSE OF JOB

To work towards Empowering and Optimising the Potential of Young People

PREPARED BY : HEAD OF YOUTH SERVICE

AGREED BY :

DATE : FEBRUARY 1999.

DATE :

MAIN RESPONSIBILITIES/DUTIES OF JOB

1. (All work to be undertaken within the context of the youth work curriculum)
 - i. Encourage young people to work together co-operatively.
 - ii. Demonstrate a commitment to promoting equality of opportunity by counteracting the effects of discrimination and raising young people's awareness of equal opportunities.
 - iii. Encourage and support young people to make and take decisions, both within the club/centre and their lives in general.
 - iv. Encourage and support young people to develop their own identity.

Youth Work Delivery

2. Participate in the planning, delivery and evaluation of the youth work programme.
3. Work directly with young people in groups and on an individual basis.
4. Work with young people outside the centre, if required.
5. Work co-operatively with other paid and voluntary staff.
6. Arrive promptly at the agreed time and be involved in the preparation and clearing up of the centre.
7. Ensure that young people are safe whilst at the centre or on an organised visit outside.
8. Protect the fabric and equipment within the building.
9. Represent the service to the community, the police, parents, user groups and other visitors, if required.

Staff Development

10. Undertake training, which will lead to recognition as a qualified part time youth worker.
11. Attend staff meetings, supervision sessions, and an annual performance appraisal.
12. Undertake any other duties as negotiated with the line manager that are commensurate with the job purpose and grade.

An Equal Opportunities Employer

Person Specification: Trainee Youth Worker (Part Time)

1. Ability to reflect on own experience as a young person and awareness of how this impacts on young people today.
2. Appreciation of the importance of:
 - i. Young people working together co-operatively.
 - ii. Countering the effects of discrimination and raising young people's awareness of equal opportunities.
 - iii. Young people being encouraged to make and take decisions, both within the club/centre and in their lives in general.
 - iv. Young people developing their own identity.
3. Experience of, or the ability to, work with young people in groups and on an individual basis.
4. Experience or understanding of the importance of working as part of a team.
5. Willingness to work outside of the club/centre if required.
6. Attendance at staff meetings, the Qualifying Course for Part Time Youth workers, supervision, and appraisal sessions.

EDUCATION & LEISURE SERVICES
JOB DESCRIPTION

JOB TITLE	QUALIFIED YOUTH WORKER (Part time)	POST NO.	
DIVISION	EDUCATION & LEISURE SERVICES		
SECTION	YOUTH SERVICE	SCALE	Scope 7-9

RELATIONSHIPS

1. RESPONSIBLE TO

Designated Line manager, or in their absence the Leader in Charge or their Deputy

2. RESPONSIBLE FOR

3. IMPORTANT FUNCTIONAL RELATIONSHIPS

Other paid and voluntary members of staff, young people and parents, members of the public, neighbours, the police, user groups at the centre

4. IMPORTANT EXTERNAL RELATIONSHIPS

Youth Work Staff, Borough Councillors, Staff from Education and Leisure Services and other directorates

MAIN PURPOSE OF JOB

To work towards Empowering and Optimising the Potential of Young People

PREPARED BY : HEAD OF YOUTH SERVICE

AGREED BY :

DATE : FEBRUARY 1999.

DATE :

MAIN RESPONSIBILITIES/DUTIES OF JOB

1. (All work to be undertaken within the context of the youth work curriculum)
 - i. Encourage young people to work together co-operatively.
 - ii. Demonstrate a commitment to promoting equality of opportunity by counteracting the effects of discrimination and raising young people's awareness of equal opportunities.
 - iii. Encourage and support young people to make and take decisions, both within the club/centre and their lives in general.
 - iv. Encourage and support young people to develop their own identity.

Youth Work Delivery

2. Participate in the planning, delivery and evaluation of the youth work programme.
3. Work directly with young people in groups and on an individual basis.
4. Work with young people outside the centre, if required.
5. Work co-operatively with other paid and voluntary staff.
6. Arrive promptly at the agreed time and be involved in the preparation and clearing up of the centre.
7. Ensure that young people are safe whilst at the centre or on an organised visit outside.
8. Protect the fabric and equipment within the building.
9. Represent the service to the community, the police, parents, user groups and other visitors, if required.
10. If required, to act as Leader in Charge on a temporary basis.

Staff Development

11. Undertake in service training as identified with the line manager.
12. Attend staff meetings, supervision sessions, and an annual performance appraisal.
13. Undertake any other duties as negotiated with the line manager that are commensurate with the job purpose and grade.

An Equal Opportunities Employer

Person Specification : Qualified Youth Worker(Part Time)

1. To have successfully completed the qualifying course for part time youth workers.
2. Ability to reflect on own experience as a young person and awareness of how this impacts on young people today.
3. Appreciation of the importance of:
 - i. Young people working together co-operatively.
 - ii. Countering the effects of discrimination and raising young people's awareness of equal opportunities.
 - iii. Young people being encouraged to make and take decisions, both within the club/centre and in their lives in general.
 - iv. Young people developing their own identity.
4. Experience of working with young people in groups and on an individual basis and to be able to identify skills and methods which can be used in this work.
5. Understanding of the importance of working as part of a team.
6. Appreciation of the importance of planning, monitoring and evaluating the work.
7. Willingness to work outside of the club/centre if required.
6. Attendance at staff meetings, training events, supervision, and appraisal sessions.