

ROYAL BOROUGH OF KINGSTON UPON THAMES

DIRECTORATE OF LEARNING AND CHILDREN'S SERVICES
JOB DESCRIPTION

Department:
Prevention & Integration Service

Job Title:
Volunteer, Youth Support Service

Section: Youth Support Service

RELATIONSHIPS

1 RESPONSIBLE TO: Designated Line manager, or in their absence Leader in Charge or their Deputy

2 SUPERVISORY RESPONSIBILITY FOR:

3 IMPORTANT INTERNAL RELATIONSHIPS
Other paid and voluntary members of staff, young people, and parents.

4 IMPORTANT EXTERNAL RELATIONSHIPS
Youth Work Staff, Staff from Learning and Children's Services, voluntary organisations, and the police.

MAIN PURPOSE OF JOB

To work with young people to facilitate their personal, social and educational development in the transition from dependence to independence.

To enable young people to have a voice and influence the decision making, in order to assist them to become active citizens.

Prepared by: Service Manager, Youth Support Service

MAIN RESPONSIBILITIES/DUTIES OF JOB

Work with young people in accordance with core values of the Youth Support Service Curriculum

1. To assist in delivering and supervising planned pieces of work within both project and open access youth club settings.
2. Work directly with young people in groups and encourage young people to work together co-operatively
3. To ensure equality of opportunity in the youth club/project setting.
4. Encourage and support young people to make and take decisions, both within the club/project and their lives in general
5. To provide non judgemental advice and information to young people where appropriate
6. Assist in planning and evaluation of youth work programme.
7. Obtain feedback from young people
8. Work co-operatively with other paid and voluntary staff
9. Be involved in the preparation and clearing up of the centre/project
10. Assist with offsite trips and activities when required

Staff development

11. Undertake in-service training as appropriate
12. Attend staff meetings, supervision sessions, and an annual performance appraisal

PERSON SPECIFICATION
Youth Support Service Volunteer

Experience

<i>Essential</i>	<i>Desirable</i>
<ul style="list-style-type: none"> • Ability to reflect on own experience as a young person and awareness of how this impacts on young people today • Experience of being a Senior Member/helper in a youth organisation. 	<ul style="list-style-type: none"> • Experience of both direct, one to one and group work with young people • Experience of evaluating work with people • Experience of gaining feedback from young people

Skills

<i>Essential</i>	<i>Desirable</i>
<ul style="list-style-type: none"> • Ability to motivate young people • Ability to work as part of a team with minimal supervision • Ability to help young people recognise their achievements • Demonstrate a commitment to equal opportunities. 	<ul style="list-style-type: none"> • Ability to engage young people in decision making processes • Ability to develop projects for young people

Other

<i>Essential</i>	<i>Desirable</i>
<ul style="list-style-type: none"> • Willingness to work outside of the club/project • Attendance at staff meetings, training events, supervision, and appraisal • Willingness to work evenings, weekends and during school holidays. 	