**Volunteer Job Description**

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| **Job Title**  Campus Activities Volunteer | |
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| **Department**  Community | **Team** |
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| **Reports to (Job Title)**  Community Asset Manager | |
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| **Responsible for:**  0 | **Job Grade** |
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| **Location**  YMCA Youth Campus and locations around North Staffordshire | **Contract Type** |

YMCA is a Christian organisation, committed to Equality and Diversity in the Work Place YMCA is committed to the safeguarding of children, young people and vulnerable adults.

**Job Purpose (outcome)**

To provide activities, opportunities and workshops on campus and across the city, positively promoting the work of YMCA North Staffordshire

**Duties and responsibilities**

**Purpose of job**

* To coordinate and deliver activities to young people at YMCA North Staffordshire’s Youth Campus
* To provide supervision, motivation and inspiration to young people
* To support community deliveries as and when required
* Ensure all safeguarding and critical incidents are reported within the correct time frame ensuring the safety and welfare of young people always.
* Attend regular training and development opportunities to maintain an up-to-date knowledge of safeguarding, health and safety and local policy developments;
* To be fully versed with safeguarding to protect everyone from harm in accordance with current safeguarding legislation.
* Comply fully always with all the YMCA's policies and procedures relating to Safeguarding, Equality and Diversity, Professional Boundaries, **Confidentiality & Data Protection** and Health and Safety and to undertake training in these areas when required. Undertake such other duties as may reasonably be required.

**Person Specification**

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| Essential |
| Knowledge |
| * Knowledge of young people and what inspires them to get involved |
| Relevant Experience |
| * Working within the Community |
| Skills and Ability |
| * Good communication and networking skills * Good organisational skills * Ability to work independently and time manage work loads * Excellent team player, and able to share good practice with working colleagues * Knowledge of various monitoring/recording of information requirements, and their importance |
| Other Requirements |
| * Willing to undertake any training to aid personal development * Undertake such other duties as may reasonably be required |

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| Desirable |
| Knowledge |
| * Knowledge of the youth sector |
| Relevant Experience |
| * Delivery work with young people |
| Skills and Ability |
| * Innovating new projects |
| Other Requirements |
| * Undertake any training to aid personal development * Links to the community |