**Volunteer Job Description**

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| **Job Title**  Campus Activities Volunteer | |
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| **Department**  Community |  |
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| **Reports to (Job Title)**  Community Asset Manager | |
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| **Responsible for:**  Providing activities for young people |  |
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| **Location**  YMCA Youth Campus and locations around North Staffordshire |  |

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

**Job Purpose**

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

**Duties and responsibilities**

* 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.
* To ensure all safeguarding and critical incidents are reported within the correct timeframe, always ensuring the safety and welfare of young people.
* To attend regular training and development sessions to maintain an up-to-date knowledge of safeguarding, Health & Safety and local policy developments.
* To have a thorough understanding of Safeguarding to protect everyone from harm in accordance with current legislation.
* To fully comply with all the YMCA's policies and procedures relating to Safeguarding, Equality and Diversity, Professional Boundaries, Confidentiality & Data Protectionand 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 |
| * An understanding of young people and what inspires them to get involved in events and activities. |
| Relevant Experience |
| * Working with young people. |
| Skills and Ability |
| * Excellent communication and networking skills. * Good organisational skills. * Ability to work independently. * Ability to manage your time and workload effectively. * Excellent team player. * Willingness to share good practice with colleagues. * Knowledge of various methods of monitoring/recording information and awareness of its importance. |
| Other Requirements |
| * Willing to undertake any training to aid personal development. * Undertake other duties as may reasonably be required. |

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| Desirable |
| Knowledge |
| * Knowledge of the youth sector. * Understanding how to get the best out of young people. |
| Relevant Experience |
| * Working with young people in schools, colleges, churches or other relevant environments. |
| Skills and Ability |
| * Managing projects and coming up with fresh ideas to engage young people. |
| Other Requirements |
| * Links to the local community would be advantageous. |