**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
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| Relevant Experience |
| * Working within the Community
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| 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
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| 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
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| Relevant Experience |
| * Delivery work with young people
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| Skills and Ability |
| * Innovating new projects
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| Other Requirements  |
| * Undertake any training to aid personal development
* Links to the community
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