



Youth Club Volunteer Role Description

1. What we do

CCYS provides clubs and activities for young people aged 9 to 19 (or 25 with SEND) from its centres in Crawley.

2. How you can help

We engage volunteers to help us achieve our vision and mission. We encourage volunteers with energy, diversity and ideas who want to do something positive for others ensuring that our programme of activities for young people is sustainable for future generations by volunteering at one of our youth clubs which offers spaces for young people to meet, make friends and engage in a range of educational, developmental, and socially beneficial activities, in a safe space.

3. What will you do?

- Support the Youth Worker in Charge to create positive informal, educational, and recreational activities chosen by and developed with young people aged 9 to 19 (or to 25 with special educational needs) rooted in their community that are safe, fun, welcoming and engaging.
- Help ensure that any activity and/or provision is accessible and appropriate to young people regardless of gender, disability, race, ethnic identity, social background, and sexuality.
- Interact with the young people, help run activities including the tuck shop, team briefings and debriefs and any other tasks appropriate to the running of the club.

4. What's in it for you?

We acknowledge a volunteer should get something back from their involvement (It's not just about them giving) so in return, we will ensure our volunteers have a safe, rewarding, and enjoyable experience. Volunteers can learn from our team, who can help with personal development, improving confidence, self-esteem and developing new skills. Volunteering with us allows you to make a real difference to a community. Benefits can include, undertaking appropriate training and gaining practical experience of working with young people in a professionally managed environment.

5. Qualities we look for.

Previous experience or formal qualifications in youth work are not a requirement. Just a passion for working with young people is enough for us to start a conversation with you. Any skills you may have whether that be sport, crafts, performance, art etc could be of great benefit to us. We look for volunteers who are a good listener and communicator, consistent and reliable, with a genuine desire to work with young people.

6. What we ask of you

Under the direction of the Youth Worker in Charge

- Take responsibility for what you do with young people, helping to ensure the provision of an effective and high-quality service.
- Help maintain essential administration i.e., registers, registration, consent forms, activity logs etc.
- Gather feedback from and consult with young people about their needs involving them in the design, development and conduct of any appropriate social action that they can be involved in to effect change in their community.
- Attend team meetings and training and comply with all our policies including safeguarding (ensuring all children accessing the project are safe from harm, taking appropriate action where uncertainty is raised discussing all concerns with the Youth Worker in Charge.)
- Be aware of appropriate risk assessments for any activity, session, building, equipment or vehicle before any programme delivery. Ensure that actions and precautions are adhered to prior to and during sessions, and record / report any accidents or incidents using our online reporting systems.
- Wherever possible to involve young people in all the tasks and responsibilities listed here.
- Treat information on the children, young people and their families with the strictest confidence in accordance with the Code of Conduct
- During your role, if you originate any design (whether registerable or not) or other work in which copyright may subsist, you agree that you are acting as the agent or nominee of CCYS and that the rights in relation to any such design or other work shall vest in and become the property of the charity.

Please note:

Volunteering for this role will be subject to a Disclosure and Barring Service (DBS) check and references.