

**Post:** Young People's Service Volunteer – **Role Description**

**Main Purpose:** To offer a supportive consistent service that will offer companionship, guidance and new opportunities to the children who use the children's group work services. You will work with the children to help them manage the challenges they face in life by spending time with them to talk and explore feelings and work out what would help them to make things better.

**Accountable to:** Young People's Service Coordinator

**Key Tasks:**

1. In partnership with Families First staff and, if relevant, external agencies provide opportunities to children and young people to improve their life chances through group activities, such as youth group, schools work and holiday activities.
2. To become involved in the planning development and implementation of the activities Families First delivers to children and young people.
3. Support the children and young people alongside paid staff in line with agreed plans, programmes and activities.
4. To be a positive role model for children and young people, teaching them to take responsibility for their actions. Demonstrating personal qualities such as commitment, empathy, good listener, patient and reliability.
5. To ensure all resources are kept clean, tidy and in good working order in accordance within the organisation's Health and Safety policies and good practice guidance.
6. To be aware of Families First Child Protection Procedures and to operate within them at all times.
7. To help with the monitoring and evaluation of services by recording activities and maintaining administrative and financial records as appropriate.
8. To support your colleagues by attending Families First meetings and becoming involved in the development of Families First services.
9. To reflect on professional practice and identify personal training needs through supervision with your supervisor.
10. To be an ambassador for Families First and promote the organisation in a positive light whenever the opportunity arises.
11. Families First exists to respond to the needs of families and individuals in the community and many of the tasks and responsibilities are, therefore, unpredictable and varied. It is expected, therefore, that all volunteers will work in a flexible manner when required, undertaking tasks that have not been specifically covered in their role description to support their colleagues.