

## Shepway Youth Hub District Volunteer Role Description

**Role Title:** Group Support –Monday and Thursday Shepway youth hub (2x positions); Tuesday and Thursday Phase II (2x positions)

**Reports to:** Youth Hub Delivery Manager/Senior early help worker

**Placement:** **Shepway Youth Hub/Phase II Youth Club Evenings from 6-9pm**

### **Main Duties:**

To support the Early Help Support Worker in delivering Youth Hub services  
Create a welcoming environment for Children, families, young people  
Preparing snack adhering to food hygiene standards  
Actively engaging young people in the Hub/club activities  
Setting up and clearing away of the group  
Carrying out activities in groups  
Taking photographs in sessions  
Ensuring ground rules are adhered to  
Keeping facilities clean and tidy  
Sign posting to other services  
Where possible attend staff meetings  
Provide information on own observation and feedback from Young People to inform planning of services  
Undertake evaluations when required  
Encourage feedback  
Promote the public health agenda in sessions  
Build positive relationships with young people, staff and partners alike

### **Knowledge and Skills:**

Creative background  
Good knowledge of IT  
Understanding of Youth hubs or a willingness to learn  
Proactive and outgoing personality  
Understanding of youth work or willingness to learn  
Ability to work unsupervised  
Active listening skills  
Good knowledge of youth/adolescence  
Transferable hobbies/skills to share in group activities

### **Volunteer commitment Requirements:**

This role would require a minimum of 2.5 -3 hours per evening/per post  
Enhanced DBS check  
Various Safeguarding training  
Prevent training  
Data Protection and Information Governance training  
Other training may also be available as identified in Personal Development Plan  
Opportunities for partnership links, meetings, training and development also available

