

## Role: Youth Club Assistant

# Volunteer Role and Information



### What is this volunteer role at St. Martin's Centre?

We are a busy community centre serving the needs of local people, offering a range of services to different service users from children, young people, families and the elderly. Our new youth club is open to young people aged 8-12 year old and the Assistant Youth Club volunteer will help to plan fun and exciting activities that will engage young people to develop their social skills, confidence and feelings of self-worth. This is a fun and challenging role!

This role is only available to those who live in the NE6 postcode area (Heaton, Byker, Walker and Walkergate).

### What is the purpose of this group?

The **purpose of this group** is to take local young people 'off the streets' and to offer learning activities in a structured environment where young people can learn new skills. As well as this, you will be part of a team that teaches social skills, builds confidence in young people and promotes positive role models. This will also involve giving advice and peer support for some young people who may come from very disadvantaged backgrounds.

### What days and times does this group run?

This group runs on a **Monday from 4pm - 5:30pm**, though as a volunteer please arrive **half an hour early and expect to leave half an hour (Approx) after** the group finishes, to allow for the setting up the group and the packing away afterwards.

Contact: Drew Dalton (Volunteer Coordinator) St. Martin's Centre. Roman Avenue. Byker. Newcastle upon Tyne. NE6 2RJ. Email: [drewstmartinscentre@talktalk.net](mailto:drewstmartinscentre@talktalk.net) Phone: (0191) 276 4002

## What type of volunteer are we looking for?

**Please note that you must fit the criteria below to be eligible to volunteer in this role:**

- To be a good role model for young people and to treat them with respect.
- A cheerful disposition and 'can do' manner.
- Able to take the lead and suggest ideas for the group.
- To be confident enough to challenge potentially abusive language, attitudes and behaviour.
- An excellent level of organisation and ability to adapt to surroundings.
- Able to lift, clear up and put away equipment.
- Able to understand confidentiality, equality and diversity and safeguarding procedures (Though training will be given in the induction).
- Enthusiasm essential and a reliable and regular volunteer.
- Someone who can behave with professionalism at all times.
- A recent food safety certificate and first aid certificate is helpful, however training will be given.

## What mandatory training do I need for this role?

**After an initial discussion with our Volunteer Coordinator to check your suitability for this role, you will then undertake the following:**

- An enhanced CRB check that we offer for free!
- A mandatory induction course with the Volunteer Coordinator and other new volunteers. This usually lasts between 4-6 hours (You will also gain a certificate as proof for your CV).
- A short induction with a relevant member of staff who will go through procedures for the group you are about to volunteer in.
- Some refresher training and supervisions as you progress as a volunteer.

## What else do I need to know about this role?

**As with all of our volunteers you will gain benefits from the following:**

- Additional optional training courses (Both accredited and non-accredited).
- A warm, supportive staff team.
- Over 40 volunteers in the centre and a great environment to gain confidence, learn new skills and meet others. Our volunteers love to be here!
- An opportunity for free CV creation with the Volunteer Coordinator.
- Volunteer travel expenses and lunch costs (Within limitations).

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