

## Volunteer Role Description:

### Youth Club Supervision & Safety Volunteer

<b>Responsible To:</b>	Stuart Mitchell, Events & Activities Co-ordinator
<b>Location:</b>	The Boswell Centre, 18 Well Road, Auchinleck, KA18 2LA
<b>Time Commitment:</b>	Our Community Cinema evenings take place on Fridays once per month September-March.
<b>Role Description:</b>	STEP Youth are launching an ongoing youth club.  Local young people will be able to participate in a range of 'free choice' and youth-worker-led activities.
<b>Main Tasks:</b>	<ul style="list-style-type: none"> <li>• Restricting number of children entering toilet at once</li> <li>• Keeping an eye for bad behaviour and challenging in an assertive manner</li> <li>• Ensuring Track &amp; Trace information is collected on entry</li> <li>• Ensuring no-one leaves the premises when they shouldn't</li> <li>• Not allowing children to leave until their parents have come to collect them</li> </ul> <p>Training in all of the above will be provided by a member of staff or a more experienced volunteer.</p>
<b>Required Skills, Qualities &amp; Experience:</b>	Patience, confidence and kindness when dealing with children.  Ability to be assertive.
<b>Training &amp; Support Available:</b>	<ul style="list-style-type: none"> <li>• Volunteer induction training carried out by the co-ordinator</li> <li>• Volunteers aged 12-25 can work towards a Saltire Award and we are also happy for us to be used as a volunteering section of a Duke of Edinburgh Award</li> </ul>
<b>Any Other Requirements:</b>	Follow policies and procedures contained in the volunteer handbook.  Treat our staff, volunteers and service users with respect.
<b>Recruitment Process:</b>	Recruitment process is via application form in the first instance. An interview will be arranged on receipt of application form. References will be required.



## Auchinleck Community Development Initiative (ACDI)

The Boswell Centre, 18 Well Road, Auchinleck, KA18 2LA

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[www.auchinleckcdi.co.uk](http://www.auchinleckcdi.co.uk)

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	As this role involves supervising children, a disclosure check will be carried out.
<b>Date role created:</b>	22 <sup>nd</sup> November 2021

