

## Job Description - Volunteer Workers

1. To work alongside the young people and full time, part time and other workers at the above mentioned - Paradise Zone Youth Centre.
2. To play as full a part as possible in the development of activities and club programme in consultation with the young people and other workers.
3. To participate in any relevant induction and training offered, as part of ongoing personal development.
4. All workers are expected to work within the framework set down in the documents including Project Aims, Framework & Guidelines, Equal Opportunities and recognise the relevance of such a framework.
5. To attend all necessary meetings wherever possible.
6. To recognise the importance of time keeping.
7. To join in all evaluation sessions, recognising that such, is the very 'heartbeat' of what we do.
8. To attend contracted sessions and to inform the full time worker at least 24hrs before, if you cannot for some reason be present.
9. To recognise that your actions, communications and relationships should contribute to and reflect the values of the Paradise Zone Youth Centre community.
10. To be aware of health and safety of both workers and members.
11. To be conscious of security, of the premises, equipment and people. To report loss, theft or breakage of equipment to the full time workers and to take care of keys in your possession.
12. To be responsible for providing receipts etc. clearly marked (if not already) with the expense incurred as a result of your volunteering & to liaise with the full time worker with regard to expenses claims.
13. To play your part in the tidying and cleaning of the club after each session in which you participate.
14. As a member of a team of workers, to participate fully in taking a positive approach to its smooth running and development.
15. To work as part of a team meeting the physical, emotional, social, educational & spiritual needs of young people.
16. To establish relationships & maintain dialogue with young people
17. To work as an effective and reflective practitioner
18. To work in ways which promote equality of opportunity, participation & responsibility