



Telford & Wrekin Young Carers Service ACTIVITIES ASSISTANT (Volunteer) Role Description

Volunteer title:	Activities Assistant (16-18 yrs and/or 18 yrs +)
Work location:	Various – in and around Telford and occasionally day trips outside the area.
Aim of role:	To assist in the preparation and delivery of the Young Carers Service programme of activities.
Outline of opportunities:	<ul style="list-style-type: none"> • Assisting the Activities Co-ordinator (and other members of Young Carers staff) in preparing, delivering and facilitating interesting and fun respite activities for young carers 5-11 (suitable for volunteers 16 yrs +) and 12-18 yrs (suitable for volunteers 18+) This will sometimes include other members of their family. • Act as a positive role model: to listen, support, encourage and motivate young carers during various activities.
Training offered:	Activities Training (in house) Plus any other relevant training as and when it is available
Role specification:	<ul style="list-style-type: none"> • An interest in helping young people improve their skills and knowledge through interesting and fun activities • Good communication skills to work positively with young people (and sometimes other members of their family) • A well developed sense of fun and the ability and willingness to join in with activities at all times • Able to work with other members of staff as part of the Young Carers team • Able to be available by phone and email, so the Young Carers Service can make contact and arrange availability rotas for activity support • Able to take part in evaluation and/or training in connection with the Activities Volunteer role if required
Commitment:	We would prefer a minimum commitment of six months although this can be flexible. The opportunity is either to attend weekly/fortnightly Youth Clubs (Wednesdays 5-7pm) and/or to attend Half Term/Holiday daytime activities.
Support/Supervision:	The Volunteer Co-ordinator offers an “open door” policy for 1-to-1 support at any time 8.30-4 Monday-Thursday; also regular supervision by phone or face-to-face.

If application and references are approved, we will expect you to provide various documentation so we can submit an application for an enhanced Criminal Records Bureau search.

If you are a car user, we will need to collect photocopies of all related documents on a regular basis including current: car tax disc, driving licence, registration document, insurance certificate, MOT.