

VOLUNTEER SESSION CO-ORDINATOR/ADMINISTRATOR ROLE DESCRIPTION

Role Title:	Volunteer Session Co-ordinator
Locations:	Worcester – Carden Street
Expenses:	All project related expenses will be reimbursed
Responsible to:	YSS Senior Volunteer Co-ordinator

MAIN PURPOSE OF THE ROLE

- To provide one to one and group support to YSS participants who attend the YSS Employment Specific Programmes with a general aim of increasing their motivation, developing their self-esteem and confidence, giving them a sense of direction, improving their communication skills, helping them to integrate into the community, whilst motivating the participants to secure training or employment opportunities.

FULL TRAINING IS GIVEN FOR THIS ROLE

Key Responsibilities

- Attend YSS office weekly
- Act as a positive role model
- Actively develop a supportive, professional relationship with Participants
- To help motivate Participants to make positive changes in their lives
- To develop and review action plans
- Work towards achieving action plan outcomes set by the Participants
- Provide basic information, advice and guidance about relevant issues, these could be things like employment, training, housing, relationships/personal issues and encourage/signpost Participants to access professional support provided by other agencies as appropriate.
- Promote awareness of and access to relevant community resources such as advice centres, leisure facilities, libraries, community centres etc.
- Undertake specific support roles such as job search skills, CV writing, attendance at school/college courses etc.
- Empower Participants to make appropriate choices.
- Work at all times within the relevant YSS operational policies including confidentiality, health and safety, professional boundaries, lone working and safeguarding.

- Attend and participate fully in volunteer supervision and training/support sessions.
- To carry out a full range of administrative duties to include completion of attendance sheets, keeping accurate paper records, computer records, database and spreadsheets and emailing agencies partner agencies on progress
- Conduct verbal assessments with participants on the phone and face to face
- General photocopying and lesson preparation, updating project paperwork, collation of statistical information
- To attend meetings with YSS staff about the Employment Related Project
- Liaise with other agencies
- To ensure classroom has been set up and fit for purpose ready for participants, to include set up of computers and monitoring that participants use is appropriate
- Ensure participants kitchen/rest area is kept tidy at all times
- To report any issues or concerns to the project lead.

PERSON SPECIFICATION

YSS recruit volunteer mentors from all walks of life and we do not expect them to have any specific education or formal qualifications.

We are looking for volunteers with potential that we can develop as well as those with relevant experience and qualifications.

ESSENTIAL

- Aged 18 years or over.
- Have the time, enthusiasm, and willingness to volunteer with YSS for at least 12 months.
- Be able to relate to a diverse group of people and develop positive relationships.
- Be able to effectively communicate with a wide range of people.
- Be able to motivate and develop and lead a small group
- Be able to support and motivate individuals.
- Be able to demonstrate good listening skills.
- Be open to learning and show a commitment to personal development.
- Have a non-judgemental approach.
- Be able to attend regular individual supervision and group support meetings.
- Be available to volunteer for a minimum of 1 day per week

Please refer to project information on the website www.yss.org.uk for more details about specific mentoring roles

