Community Volunteer Role Description

## **Title:** Community Volunteer

## Purpose

To help Allsorts staff to run a safe space for young people. At the youth groups and in group activities, young people can access information and support, and get involved in a range of activities designed to promote their wellbeing (for example, workshops on sexual health, mental health and other relevant topics as well as more social and creative activities such as art and drama projects).

Activities

* Help the staff team to run activities (workshops, art projects, games etc)
* Help the young people to take part in the activities
* Help the staff team to set up and clear up
* Help prepare and serve food for the young people
* Provide support and information to the young people

## Time Commitment

The West Sussex Groups run on a Thursday from 4pm to 8:30pm. There is flexibility around these times in terms of volunteering though, as the groups are split into two sessions. Currently we have a group running in Horsham, and we’re in the process of setting another group up in Chichester, so you’d need to be able to get to one, or both, of these locations.

After the group we clear up and hold a de-brief session, finishing about 9pm. To give you more of an idea of the longer term time commitment, we normally expect volunteers to attend at least two evening groups a month for one year, although again there is some flexibility with this.

## Induction / Training

**Volunteers must attend the induction training process before they begin volunteering**. This introduces volunteers to how Allsorts works and their role as a volunteer. The training will consist of 1 full day on a weekend, and 1 evening, with dates to be decided according to availability. Allsorts also runs regular ongoing training for volunteers on a range of issues.

What can you expect at the Drop-In? You’ll work with a team of 2 to 4 staff and 4 to 6 volunteers. Our Drop-Ins normally have activities going on (such as lego making, colouring, workshops etc) and a space for the Young People to hang out and chat. As a new volunteer you’ll never be left alone, and you’ll have a more experienced volunteer with you to help you with any questions and support you may need.

## Supervision/Support

New volunteers receive their first support session with a member of staff after coming to 3 sessions. This is an opportunity to talk about how it’s going, and to give any feedback about the volunteer recruitment process. Once this initial session has taken place supervision is offered after every 9 sessions you volunteer at. This is an opportunity for the volunteer to reflect on their progress, raise any concerns they may have and make plans for how they would like their volunteer role to develop. Volunteers can also contact a worker anytime if they have particular concerns/issues they urgently need to discuss.

## Benefits

* Travel fees reimbursed
* Ongoing training
* Reference (available after volunteering for 15 sessions)

## Requirements

We seek volunteers with the following skills, abilities, qualities and experiences, which could be gained through life and voluntary experience as well as paid employment. It may be that you feel you have most, but not all the requirements, but we would encourage you to continue with your application as we will be providing training as well.

If you have any questions or want to talk through this then please email us at [admin@allsortswest.org.uk](mailto:admin@allsortswest.org.uk) and we’ll be happy to help!

### Essential Criteria

* Personal experience and understanding of the issues faced by LGBT people
* An understanding of the needs of young people
* An ability to communicate well with young people and have a good sense of fun
* An ability to establish and maintain appropriate boundaries with young people
* Good listening skills
* Be able to volunteer on Thursday afternoons/evenings, when the group is held.
* Reliability, and the time to commit to 2 sessions a month where possible.