

## Volunteer Task Description

### **VOLUNTEER ROLE:**

#### **Drop In Volunteer (MONDAYS)**

*We are open to Volunteers from a wide range of backgrounds; however they must be over 21.*

### **PURPOSE OF THE ROLE:**

To assist in the provision of a range of health & wellbeing services for young people aged 16-21; Through The Junction Drop In.

### **MAIN TASKS:**

#### **Assisting with setting up the Drop In**

- Taking part in planning Drop In activities and the setting up of rooms

#### **Assisting During the Drop In**

- Welcoming young people and ensuring they feel included
- Getting young people to sign in & helping them identify reason(s) for visit
- Selecting activities and information to engage the young people in discussion about a range of health issues
- Supporting staff in managing the behaviour and conduct of young people

#### **Assisting with the end of Drop In procedures**

- Tidying up Drop In, securing doors & shutters, checking surrounding area for litter
- Participate in Drop In recordings and associated paperwork

### **REQUIRED SKILLS, QUALITIES & EXPERIENCE:**

- Reliability, Flexibility and Resourcefulness
- Energy, Enthusiasm and Good communication skills
- Confidence to initiate conversation & discussion with young people
- Knowledge of issues affecting young people
- Ability to work in a sometimes fast paced and changing environment
- Ability to engage with disparate groups of young people
- Experience of group and one-to-one work (*an advantage*)

## **TRAINING & SUPPORT PROVIDED:**

- Induction with Volunteer Organiser
- Drop In procedure induction with Project Worker
- Briefed by staff team prior to each Volunteer session
- Named staff member for on site support
- Support & supervision meetings with Volunteer Organiser
- Good practice meetings, with other volunteers
- Other training as identified/negotiated.

## **ANY OTHER REQUIREMENTS:**

- Ability to adhere to The Junction policies and to demonstrate an understanding of the confidentiality policy in particular

## **LOCATION OF OPPORTUNITY:**

### **The Junction Drop-In**

160-162 Great Junction Street, Edinburgh, EH6 5LJ

We are on a busy bus route serviced most closely by bus numbers: 7, 10, 14, 21 and 34

(Volunteers will receive travel expenses and/or bus tickets at the end of each volunteer shift.)

## **FREQUENCY OF OPPORTUNITY**

Mondays 2.30pm – 5.30pm

**NUMBER OF VOLUNTEERS REQUIRED = One**

**STAFF MEMBER MAKING REQUEST = Monday Drop In Team**

**DATE OF REQUEST = 10/08/11**