

# VOLUNTEER POSITION DESCRIPTION

## VOLUNTEER POSITION – YOUTH EVENTS ASISSTANT

### DEPARTMENT NAME:

- City of Stirling Youth Services

### LOCATION/S:

- City of Stirling, 25 Cedric St Stirling
- Various youth event locations.

### RESPONSIBLE TO:

- Coordinator Youth Services

### CRITERIA:

- Good written and verbal communication skills
- Strong Interest in youth services and youth activities
- Courteous and efficient telephone manner
- Interpersonal skills with willingness to engage and accept young people from varied backgrounds with differing physical and social abilities, cultural and religious beliefs.
- A happy and patient disposition, reliable and punctual
- Flexibility essential
- Approachable and empathic nature

### DUTIES & RESPONSIBILITIES:

#### **Primary Responsibilities:**

- Assisting the Youth Services Coordinator at youth events
- Recording event information
- Engaging and interacting with the young people at events
- Assisting the Youth Services Coordinator in setting up and running youth events eg. Moving and delivering equipment, packing-up and cleaning after events.
- To perform your work in a safe and healthy manner and to abide by Council and legislative safe work procedures, instructions and safety management practices.
- Monitoring behaviour report to Youth Services Coordinator.

- Following risk management plans at youth events such as skate park competitions, youth festivals and Battle of the Bands.

**TIME REQUIRED:**

- In the occasion of a youth event organised by Stirling Youth Services.

**PROCEDURES**

Under the supervision of the Youth Coordinator and Youth Activity Officers engage in an appropriate and professional manner with young people, promoting healthy lifestyles and providing a positive outlook on life.