

VOLUNTEER POSITION DESCRIPTION

VOLUNTEER POSITION – ACTIVITY OFFICER

DEPARTMENT NAME:

- City of Stirling Youth Services

LOCATION/S:

- Various/depending on program activity

RESPONSIBLE TO:

- Co-ordinator Stirling Youth Services

CRITERIA:

- Good interpersonal and verbal communication skills
- Willingness to accept and engage with young people from varied backgrounds, with differing physical and social abilities, cultural and religious beliefs
- Approachable manner with developed interpersonal skills
- Accurate recording skills
- A happy and patient disposition, reliable and punctual
- Ability to interact positively and supervise young people in an appropriate and professional manner.

DUTIES & RESPONSIBILITIES:

Primary Responsibilities:

- To assist Youth Services Co-ordinator and Youth Development Officers in the delivery of services to young people aged 11 to 17 years.
- To develop and maintain a professional relationship with young people utilising the program/activity.
- To identify “at risk” young people participating in the activities with a view of offering support.
- To correct or report unsafe conditions
- Carry out duties as directed by the Youth Services Co-ordinator or the Youth Development Officer
- To be responsible for equipment and buildings used and owned by the service and ensure equipment is treated with respect

- 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.
- Promote positive achievements of the City of Stirling youth to Council and the Community

QUALIFICATIONS

Minimum qualification Certificate 3 in Human Services, Youth Work or related fields.

TIME REQUIRED:

- Volunteer required to work on various programs throughout school terms eg. Monday Youth Outing Program 4pm – 8.30pm, Friday Fencing Program 4pm – 6pm and the Skate Park Clinic 4pm – 5.30pm.

PROCEDURES:

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