Volunteer Task Description

the Junction
young people, health & wellbeing

VOLUNTEER ROLE:

Drop In Volunteer (FRIDAY)

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 12 - 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 Drop In, securing premises, checking surrounding area for litter
- Participate in Drop In recordings/evaluation and associated paperwork

ADDITIONAL NOTE

Friday's Drop-In is known as "The Chiller". It has an additional focus on managing stress and positive coping strategies; with free massage available to young people.

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
- Interest in health & wellbeing
- Ability to work in a sometimes fast paced and changing environment
- Ability to engage with disparate groups of young people
- Experience of drop-ins, groupwork and/or one-to-one work *(an advantage)*

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TRAINING & SUPPORT PROVIDED:

- Induction with Volunteer Manager
- 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 Manager
- 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

82 - 86 Great Junction Street, Edinburgh, EH6 5LL

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

Every Friday 12.30pm – 4.30pm

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NUMBER OF VOLUNTEERS REQUIRED = One

STAFF MEMBER MAKING REQUEST = Friday Drop In Team

DATE OF REQUEST = n/a

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