

# Youth Club Young Volunteer Handbook

## Task Training



# Assessing your youth centre

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# Youth Club Young Volunteer Task Training – Assessing your youth centre

## Training Plan

**Aim:** To equip young people with a tool to assess the quality of their youth centre and its programme.

**Learning Outcomes:** By the end of the session the young people will

- be familiar with The Club Checklist
- be able to identify appropriate evidence for chosen criteria

**Time:** 1 hour **Group size:** 8 – 12 people

**Venue:** Medium size room with chairs

**Materials:** Prepared flip chart  
Club Checklists  
Blank flipchart and pens  
1 Club Checklist cut into quarters

Blu tac  
Post-its  
biros

TIME	WHAT	WITH
5 mins	Explain aim of session and set basic ground rules including respect for each other, listen to who is speaking and only one person speaking at a time. Do an energiser if needed breaker (see energisers session).	Prepared flip chart
5 mins	Split into threes, ask each group to list as many things as possible that are part of a good centre on flipchart.	Blank flip chart paper and pens
5 mins	Put up on walls, let groups have a look and answer any questions.	Blu tac
5 mins	Give each group their flipchart back and handout Club Checklists. Ask the groups to add any other ideas they have seen from other people's flipcharts that they like to their own flip chart. Ask them to add any of the Club Checklist criteria that they like to their flip chart too.	Club Checklists
5 mins	Ask groups for feedback about their list, emphasise that what is on the list is completely up to them as they are users of the club. They also need to ask other users too. Say that what groups now have is a way to assess their clubs and identify anything that needs to change – hopefully they will want to help it change.	
10 mins	Explain that checklists are only ever any good if you can find evidence that backs up your judgement, and that this exercise is about identifying what is good evidence. Hand out the quartered Club Checklists. Tell them they need to write down how they could gain evidence for each of the questions, for example, how do they know the club has a summer programme? Can they see a copy etc?	Club Checklists divided into quarters, biros.
15 mins	Feedback from each group one criteria at a time.	
10 mins	Evaluation – each person to write down what they thought of the session and their evidence for this. Feedback to the group.	Post-its and biros.

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## The club checklist

The notice board is up to date.		Young people are consulted on changes.	
The programme caters for everyone.		Workers and members cooperate in planning.	
Regular trips and visits are held.		There is a members committee / group	
There are quiet rooms / corners.		Female members are adequately catered for.	
Visitors are welcomed and introduced.		New members are welcomed and introduced.	
There is a spirit of innovation in the club.		The programme is varied and exciting.	
Local facilities are well used.		The club has a newsletter / news sheet.	
The club looks clean and tidy		Parents / friends assist with fundraising.	
Equipment is looked after.		The furniture is in good conditions / repair.	
The club has a policy on discipline.		There are activities / events at the weekends.	
There is an annual club dinner.		The coffee bar is well stocked.	
There is a summer programme.		The equipment is up to date.	
Activities and events are publicised locally.		Problems and grievances are faced and solved.	
Inter-club visits take place.		There is always something to do.	
There are books / magazines in the club.		The ground rules are agreed and understood.	