

Youth Club Young Volunteer Handbook

Task Training



Assisting the Youth Worker

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Youth Club Young Volunteer Task Training – Assisting the youth worker

Training Plan

Aims: To enable participants to play an assisting role to the youth worker on senior or inters youth club evenings

Learning Outcomes: By the end of the session the participants will:

- understand the possibilities of their role in assisting the youth worker
- be able to collect subs
- have examined, discussed and understood their responsibilities in terms of maintaining order, crisis control and eliciting interest

Group size: 4 - 10 participants

Time: 90 mins

Venue: One large room

Materials:

- Flip chart stand, paper, marker pens and biro
- Prepared flip charts (see below)
- Collecting the Subs handout
- 'What would you do?' cards
- Club Questionnaire
- Evaluation sheets

| TIME | WHAT | WITH |
|---------|--|-----------------------------|
| 10 mins | Intro: Arrivals and getting a drink. Outline what's happening this evening and briefly go over ground rules about listening and respect. | |
| 10 mins | Assisting the Youth Worker: Whole group word storm 'What can you do to assist the youth worker at the beginning and end of each session?' Ideas could include: <ul style="list-style-type: none"> • Unlock building • Sort alarm • Turn on lights • Set up TV / play station, • Put out games and equipment • Check toilets • Lock/unlock office • Open coffee bar • Get out floats • Sort subs collection and signing in sheet • Tidy up and put things away etc. | |
| 10 mins | Collecting Subs: sometimes there are problems, the most common being 'I've got no money, I'll pay tomorrow' and 'I'm your mate, let me in free, no-one will know'. Split the group into two and ask members to role play one scenario each and problem solve (5 mins). Go round and help / guide. | Flip chart paper & pens |
| 10 mins | Groups feedback their solutions and discuss. Remember to say that guidance from the youth worker is important in these situations. Give handout. | Collecting the Subs handout |

| TIME | WHAT | WITH |
|---------|---|---|
| 10 mins | What would you do?: Break the group into pairs and give each two cards from the 'What Would You Do?' cards. Each pair is to discuss the scenario and come up with their answer to the question 'what would you do?' | 'What would you do' cards, A4 paper & biros |
| 25 mins | Each pair reads a scenario and gives their answer. This is then discussed by the group. Then go round looking at the pairs' second scenario. If time allows, draw other cards for whole group discussion. Points to draw out: → It's really important to talk to the youth worker about difficult situations → Youth workers will always try for an outcome that has something for everyone → You have a duty to uphold club rules → It is your right to have a say in what goes on in the club → Health and safety is everyone's responsibility – including Young Volunteers! → Safeguarding is really important → Even youth workers get it wrong – it's OK to point out mistakes! | |
| 10 mins | Word Storm 'What is your role in maintaining order and crisis control?' Emphasise that their role is more about liaising with the youth worker than telling people what to do, however, 'quiet words' are sometimes appropriate. Remind participants about role modelling. | Flip charts and pens. |
| 5 mins | Evaluation: Ask the young people to complete the faces sheets. | Evaluation Sheets |

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Collecting subs handout

How can we safeguard money?

- Keep it out of reach of people coming into the club, in a drawer if possible
- Don't leave it unattended
- Don't let a large amount build up

Accounting and Banking

- Make sure you understand the form and process your centre uses to record subs as young people come in (often the signing in sheet is a requirement for health and safety purposes). If you are unsure, do the subs alongside the worker for an evening or two until you feel comfortable
- Make sure that you record what the money is for, for example 'subs', 'membership', 'trip', 'fines' etc

Who is responsible?

- If you have agreed to take on the responsibility of collecting the subs, it is **your** responsibility and you are in that position of trust. Remember, the money you collect goes toward either keeping the centre open or providing a more exciting programme so everyone has a vested interest in seeing that it is collected properly
- Don't allow friends or other users to put you in a difficult or embarrassing position - the money belongs to the club and ultimately benefits all the users. People who pressure you to let them in free or give them money are taking money from the whole club - there is no such thing as a victimless crime
- Workers understand that, as a Young Volunteer, you can be put in a difficult position by other young people who expect favours or who think they can bully you. If you have any problems, go to the worker and tell them of your concerns. Their first priority will be to help you handle it yourself - not to steam in shouting and screaming and embarrassing you. If you have volunteered to do the subs and then decide that you feel uncomfortable doing it - tell the worker, you can decide not to do it any more

**Youth Club Young Volunteers
What would you do?**

You and a group of other club members arrange a series of fund raising events in order to buy some new disco equipment. Everyone works really hard and manages to raise £1,000 - just enough to purchase the equipment you need. You and the youth worker report this to the next meeting of the management committee, who unanimously decide to use the money to pay off the club overdraft, pay the overdue rent and retain the lease on the building.

**Youth Club Young Volunteers
What would you do?**

A new county policy is introduced and is mandatory on all clubs. All clubs now have to have a set programme of activities, which are laid down in the policy document. You conform for a trial period of six months, during which the membership falls to an all-time low. There is a danger that the club will close if nothing is done. The management committee, which includes the Senior Worker, calls a meeting to ask for your views.

**Youth Club Young Volunteers
What would you do?**

A group of members have approached you to organise a DVD night each Wednesday evening. You agree, sort out the DVD player and the room, whilst the group agrees to bring the DVDs. For a while everything goes well. The group is successful and numbers have grown over the weeks. It is now the most popular club activity. One Wednesday night, you walk into the room and discover that the members are watching a pornographic film.

**Youth Club Young Volunteers
What would you do?**

One Friday evening at 9.30 pm as you are shutting, Derek (aged 16) arrives at the club and asks to speak to you privately. He tells you that after a number of rows, his parents have thrown him out of the house and told him never to return. You talk for half an hour. It is raining. Derek asks for your help as he has no-one left to turn to.

**Youth Club Young Volunteers
What would you do?**

The coffee bar is in desperate need of new furniture and there is little money in the club bank account. The youth worker asks you to help with the problem and allocates you £100. You go on the web and into shops, but you realise that the money will not buy you what you need. Later on, a friend of a friend offers to refurbish your coffee bar for £100 – ‘no questions asked’.

**Youth Club Young Volunteers
What would you do?**

The youth worker has developed a habit of leaving the club early each evening, giving you the keys and asking you to lock up. At first you don't mind, but after a while it becomes very demanding on you and your time. During a discussion with another Activ8r you learn that he is leaving club to meet one of the other Activ8rs (aged 18) with whom he is having an affair.

**Youth Club Young Volunteers
What would you do?**

One of the older club members, who has been attending the club for a long time, has been involved in a number of fights in and around the club recently. This has never been the case before and you decide to have a chat with him to check he's OK. During the discussion, he tells you that he has never started the fights but a number of the other members are now picking on him because they have discovered he is gay.

**Youth Club Young Volunteers
What would you do?**

You and the youth worker are locking up late one evening when you notice two of the older male members hanging around near the gate. They say goodnight and you make your way home. Two hours later you receive a telephone call from the worker who asks you to meet him and the police at the club where there has been a break-in and money stolen.

**Youth Club Young Volunteers
What would you do?**

The Activ8rs and the youth workers take a coachload of youth club members to Blackpool for the day. When the group arrive back on the coach they are carrying a large number of 'souvenirs', which you know they couldn't possibly afford to buy. One of them tells you that they have stolen the items from local shops.

**Youth Club Young Volunteers
What would you do?**

During a youth club session, you notice that the toilets have been trashed. The worker is very unhappy about it and no-one will own up. A young person tells you who trashed the toilets, but asks you not to tell anyone as they'll get into trouble.

**Youth Club Young Volunteers
What would you do?**

A small group of older club members have started to arrive at the club at around 9pm slightly worse for wear having spent the previous two hours drinking. They tend to create a disturbance in the club and the other members have begun to complain about their behaviour and attitude. The worker tells you that he intends to ban them from the club.

**Youth Club Young Volunteers
What would you do?**

The youth worker bans a few older members from the club because they set a bad example to the younger members and undermine his authority. The next week they turn up at the door and row takes place between them and the worker, in front of the other members.

**Youth Club Young Volunteers
What would you do?**

A young person is being badly bullied at school and tells you about it and who is doing it. It sounds dreadful and you wonder how they can stand it. They also ask you not to tell anyone else about it.

**Youth Club Young Volunteers
What would you do?**

A young woman (14 year old) tells you she is having sex with her 22-year-old boyfriend. She is a friend of yours. She says that they are in love and plan to marry when she is 16. It's a secret because her parents don't know.

**Youth Club Young Volunteers
What would you do?**

One summer evening, you go outside for a breath of fresh air. You notice some young people smoking in the smoking area and wander over for a chat. After a couple of minutes, you realise that half of them are smoking cannabis.

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Evaluation

Circle the faces that most describe how you feel after this evening's session



Understand my

1 . . .



Will use what I learnt



Enjoyed It



Had Fun



Feel more confident



Was bored



Did not enjoy it



Am confused



Feel less confident



Did not learn anything