

Youth Club Young Volunteer Handbook

Task Training



The Role of the Youth Club Young Volunteer

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Training Plan

Aims: To enable the participants to understand the role of the Activ8r in their Youth Club

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

- ➔ have explored the role of the Activ8r & identified what they will do in their club
- ➔ have identified their own strengths and development areas

Group size: 4 - 10 participants

Time: 1 hour

Venue: One large room

Materials:

- Flip chart stand, paper and pens, biros
- Roles & responsibilities handout
- Self-assessment tool
- prepared flip charts (see below)
- Roles & responsibilities Cards
- Evaluation sheets

TIME	WHAT	WITH
5 mins	Intro: Arrivals and getting a drink. Outline what's happening this evening and briefly go over ground rules about listening and respect.	
20 mins	Role of the Activ8r: Explain that there are many things an Activ8r can do. Split the group into two and give each a set of the roles and responsibility cards. Ask them to stick each card on an 'We should do this' or 'don't know' or 'We shouldn't do this' flip chart (10 mins). Compare flipcharts and discuss difference or any questions, using the handout. Move the cards in response to the discussion.	Prepared flip charts, Roles & responsibilities cards & handout
15 mins	Brainstorm 'What problems could occur for the Activ8r, other young people and the youth worker?' (5mins), then go through discussing the suggestions - refer to handout for any missed bits. Give out Roles and Responsibilities Handout.	Flipchart, stand and pens, R&R Handout
15 mins	Strengths and Areas for Development: Ask young people to individually do a self-assessment (attached). Explain that this is not only part of the evaluation process (they will revisit it at the end of the training) but also a way of enabling them to reflect on their own development. You'll need to explain some of the terms. Ask them to compare charts. Then, ask each person for two things they're good at and two things they need help with. Note these down and identify people in the group that can help (it can be you!).	Self-assessment Tool Biros
5 mins	Evaluation: Ask the young people to complete the Evaluation Sheet and thank them for coming.	Evaluation sheets

**Youth Club Young Volunteers
Roles and Responsibilities Card**

To open up the
building



**Youth Club Young Volunteers
Roles and Responsibilities Card**

To make sure all
equipment is out and
in working order



**Youth Club Young Volunteers
Roles and Responsibilities Card**

To help plan, run and
encourage
participation in
activities



**Youth Club Young Volunteers
Roles and Responsibilities Card**

To be a role
model



**Youth Club Young Volunteers
Roles and Responsibilities Card**

Running the
coffee bar



**Youth Club Young Volunteers
Roles and Responsibilities Card**

To bank or safe any
monies at the end of
the session



**Youth Club Young Volunteers
Roles and Responsibilities Card**

To tell young
people what
to do



**Youth Club Young Volunteers
Roles and Responsibilities Card**

To represent
young people in
the community



**Youth Club Young Volunteers
Roles and Responsibilities Card**

To report anything
you are worried,
concerned about or
suspicious of



**Youth Club Young Volunteers
Roles and Responsibilities Card**

To discipline bad
behaviour



**Youth Club Young Volunteers
Roles and Responsibilities Card**

To close and
secure the
building



**Youth Club Young Volunteers
Roles and Responsibilities Card**

To book any extra
facilities / equipment
needed



**Youth Club Young Volunteers
Roles and Responsibilities Card**

To communicate
with your team
members



**Youth Club Young Volunteers
Roles and Responsibilities Card**

To be part of a
team



**Youth Club Young Volunteers
Roles and Responsibilities Card**

To work on your
own



**Youth Club Young Volunteers
Roles and Responsibilities Card**

To find out the views /
needs / wants of other
young people



**Youth Club Young Volunteers
Roles and Responsibilities Card**

To be on time



**Youth Club Young Volunteers
Roles and Responsibilities Card**

To be
committed



**Youth Club Young Volunteers
Roles and Responsibilities Card**

To be in a
members' group



**Youth Club Young Volunteers
Roles and Responsibilities Card**

To attend staff
meetings



**Youth Club Young Volunteers
Roles and Responsibilities Card**

To evaluate the
sessions



**Youth Club Young Volunteers
Roles and Responsibilities Card**

To help young
people get on with
with each other



**Youth Club Young Volunteers
Roles and Responsibilities Card**

Appointing staff
and volunteers



**Youth Club Young Volunteers
Roles and Responsibilities Card**

Fundraising



Roles & responsibilities

Roles:

The Youth Club Young Volunteer can have many different roles, depending on what you want to do and have the opportunity to do. The important thing is that the roles are negotiated and agreed with your youth worker.

The roles that you could play include:

- Role Model
- Running the Coffee Bar
- Peer educator
- Mediator
- Getting the views of all users in the unit
- Participating in a members' committee
- Welcoming new members to the club
- Identifying the needs of young people
- Fundraiser
- Assisting the youth worker
- Planning the programme
- Organising events and activities
- Junior Club volunteer
- Encouraging other young people to join in
- Working with young people with special needs
- Appointing youth workers
- Encouraging other young people to take on an Youth Club Young Volunteer role
- Representing other young people (for example: on the Management Committee, in parish/town/district council meetings)
- Planning and carrying out special projects (for example: a skateboard park, graffiti wall, open day, fashion show, decoration of unit)

There may be others - talk to your youth worker!

Responsibilities:

Again, the Activ8r can have many different responsibilities, depending on what you want to take on and what opportunities are available. However, there are a set of core responsibilities that go with being an Activ8r. The important thing about any of your responsibilities (specific or core) is that they are negotiated and agreed with your youth worker and that you stick with them.

Your core responsibilities are to:

- Behave safely
- Not take advantage of your position
- Be a positive role model
- Be trustworthy
- Be reliable
- Ask for help when in any doubt
- Actively promote equal opportunities
- Be open and positive
- Be honest
- Be constructive
- Be proud of what you achieve
- Respect the unit facilities and equipment
- Enable other young people to take on more responsibility and encourage them to work up to taking on a Youth Club Young Volunteer role too.

In general, being a Young Volunteer is about doing more for yourself, making things happen in your unit and encouraging other young people to also take more responsibility, both for themselves and for what happens in their unit.

What to Avoid...

Whilst being a Young Volunteer is a very rewarding experience, there are pitfalls. However, these can be avoided. It is useful to also know what being a Young Volunteer **isn't** as well as what being a Young Volunteer **is** - these are the things that you need to avoid:

- Being seen as a member of an elitist group
- Bossing other young people about
- Blocking other young people from having their say
- Disadvantaging particular young people because you dislike them
- Keeping things from the youth worker
- Taking sides in arguments and fights that are nothing to do with you
- Splitting up fights
- Counselling other young people
- Pretending to know more than you really do
- Pretending to have more power than you really do
- Becoming Miss or Mr Fixit
- Being bullied by other club members to do things you know you shouldn't (for example, giving away free tuck, letting people in free)
- Making decisions based on what you want, rather than considering the views and needs of other young people

Other young people in your unit will see being a Young Volunteer as a position of power and may be jealous. This can cause problems. It is up to you to ensure that you don't encourage this by abusing your power. Remember to help other young people to become Young Volunteers if they want to. It often helps to talk about the responsibilities that you have to take on so that other young people understand that it's not all getting your own way and doing interesting things.

Remember if you are having any problems, talk to your youth worker.

So, why bother?

There are many things that you can get out of being a Young Volunteer, these include:

- the opportunity to develop skills that will be useful to you in later life (such as negotiation skills, problem solving and assertiveness)
- the opportunity to try new things (such as trips, training other young people and organising things for yourself)
- certificates for your Record of Achievement.

If you are interested in youth work as a career, being a Young Volunteer is a good way to start and get a feel of whether or not you will enjoy it. Many youth workers started off that way.

Also, employers are impressed by things that young people have done with the youth and community service. That is because employers can see that you are developing skills that are very useful in the work place, for example:

- Communication skills
- Working in teams
- Planning
- Taking responsibility
- Resolving conflicts
- Evaluation

Most importantly, you also get opportunities that you can't get elsewhere. Where else would you be able to organise a day trip, open a skate park, have barbeques or tell the politicians what you think? You will get out of being a Young Volunteer Activ8r just as much as you put in - and more!

Youth Club Young Volunteer Task Training – Role of the YCYV

Self assessment form

Please rate yourself for each of the skills listed along the bottom of the table - if you're not sure what they mean, ask your worker. Keep this sheet - you will redo this exercise at the end of the training to see if you have improved in any of the areas. Don't forget to fill in the colour coding part!

Before Colour:

After Colour:

Great															Great
Good															Good
OK															OK
Iffy															Iffy
Bad!															Bad!
	Self-Awareness	Being Confident	Being Assertive	Imagination	Self-Esteem	Evaluation	Negotiation	Understand Others	Communication	Conflict Resolution	Teamwork	Responsibility	Forward Planning	Equal Opportunities	

Evaluation

Name.....

- What was the best thing about this session?



- What would you change about the session?

- What did you learn?



- How do you feel about becoming a Youth Club Young Volunteer after this session?

- What else would you like to say?

