# **JOB DESCRIPTION**

## Boys’ Group Volunteer

**WEB Boy’s Group:**

* Provides the time, space and flexible support to help boys gain confidence and self-esteem
* Provides opportunities for boys to explore personal choices to support their personal growth
* Promotes opportunities for boys to have fun whilst gaining skills to enable them to develop their potential and improve their quality of life.

**JOB TITLE**

### Boy’s Group Volunteer

* Responsible to: Youth & Training Manager

##### LOCATION

Gautby Road Play & Community Centre Birkenhead

##### HOURS

Monday evenings 4.00pm-7.30pm as required (rotas 6 weeks in advance)

###### 3. GENERAL PURPOSE OF THE POST

Working with boys age 9-13 providing appropriate support and activities within a group setting at the WEB Centre and other venues as appropriate, helping them to recognise their skills and develop their potential.

**4. KEY TASKS & DUTIES**

* Operate within the existing weekly group for 9-13 yr olds, which operates minimum 48wks per year.
* Making snacks and drinks for boys within the group.
* Continue to involve children and young people in planning 6wk rolling programme of activities, including regular evaluations/ adaptions of service provision/activities (according to children’s feedback).
* To promote the aims and ethos of the Centre and work in accordance with its policies
* To provide on-going support and encouragement to the boys in order to help increase their self-esteem and confidence. This includes both on a 1:1 basis and in small groups
* To provide administration and practical support to the Youth & Training Manager where necessary
* To provide practical and emotional support for boys “in crisis” helping them to find and make the most appropriate choices for themselves in their particular circumstances, including making referrals and negotiating with outside bodies and on their behalf
* To liaise and work with other workers and volunteers of the Centre as necessary
* To attend relevant training courses
* To ensure the Health and Safety procedures of the Centre are followed as prescribed by the Health and Safety Policy and Risk Assessment Policy.

**5. ADDITIONAL DUTIES**

It is the nature of the work of the WEB that tasks and responsibilities are, in many circumstances, unpredictable and varied. All volunteers are, therefore, expected to work in a flexible way when the occasion arises, when tasks not specifically covered in their job description have to be undertaken. These additional duties will normally be to cover unforeseen circumstances or changes in work and they will normally be compatible with the regular type of work. If the additional responsibility or task becomes a regular or frequent part of the member of the volunteer’s job, it will be included in the job description in **4.**