



## Creating a role description for young volunteers

When creating a volunteer role description that you intend to be inclusive for young people, include all aspects that you would normally take into account when writing a role description for an adult volunteer, but think about the potential implications on a young person.

For example, have you considered:

- What the volunteer will be doing? Are the tasks appropriate for a young person to carry out?
- Why will they be doing it? Is the role actually required? Will the young volunteer have a chance to see authentic results their volunteering? Will the young volunteer have a sense of achievement as a result of carrying out the role?
- The expected time commitment: will the volunteering take place between 7am and 7pm, and for how many hours a day?
- Where the volunteer will carry out the activities? Is it appropriate/safe for the young person to volunteer?
- What skills and experience the volunteer would need to have already? List things like 'enthusiastic' or 'likes to operate as part of a team', rather than professional skills that a young person would not have had a chance to gain. Can you train a young person to be able to carry out this role?
- What training will the volunteer be required to undertake? Have you got the necessary DBS checks to carry out the training?
- Who will the volunteer be working with? Alone with the supervisor, or alongside other volunteers/paid staff? Have you got the necessary safeguarding measures in place?
- Who is the volunteer manager/named contact person for the volunteer? Have they had a recent DBS check and do they have the skill set required to work with young people?
- What support and supervision will be offered? Can you provide continuous supervision to the young volunteer?
- What are the benefits to the volunteer? List things that would be attractive to the young person, e.g. 'great fun', 'looks great on your CV', 'help out in the sports club – coach someone/transfer your skills', 'improving IT skills', 'meet new friends', 'be part of a fantastic team'.
- What are the benefits to the client group or community? What are the benefits to the wider community of having a young person volunteering, e.g. personal development opportunity for young people, opportunity to participate in volunteering resulting in becoming better citizens.
- What expenses will you reimburse for? You should be able to reimburse for out-of-pocket travel costs between the volunteer's home and volunteering place and also other reasonable expenses as agreed by you.