



VICTORIA YOUTH EMPOWERMENT SOCIETY VOLUNTEER JOB DESCRIPTION

Job Title: Alliance Club Volunteer
Program: The Alliance Club
Reports To: Alliance Club Reconnect Counsellors

Position Summary

The Youth Empowerment Society is a non-profit community service agency offering support and services to youth and their families.

The responsibilities of the Alliance Club Volunteers are two-fold:

1. To assist the Alliance Club staff as needed with day-to-day Club operations.
2. To develop positive relationships with the youth who access the Club.

Duties and Responsibilities

Club Operations:

- Ensure youth sign in when entering the Club
- Ensure the Health and Safety of the environment, through cleaning/chores as required
- Prepare and clean up meals and snacks
- Provide direct on-site supervision and support of youth accessing the program
- Assist Youth with requests for supplies (e.g. towels, hygiene products, etc.)
- Other duties as requested by staff

Youth Relationship Building:

- Provide recreational and social activities for the youth.
- Maintain a positive belief/attitude about the capacity of people to grow and change.
- Demonstrate a youth centred strength based approach.
- Make referrals when appropriate.
- Set appropriate boundaries (e.g. not meeting Youth outside Club hours, not over-sharing personal information, etc.)
- Accept the clients' rights to self-determination and individuality while not discriminating on the basis of race, ethnicity, language, religion, marital status, gender, sexual orientation, age, abilities, socio-economic status, political affiliations, or national ancestry.
- Demonstrate a level of cultural sensitivity and understanding of the client population.

Personal Qualifications

Volunteers must be at least 21 years of age and pass a criminal record check. Ideal candidates will exhibit special interest in working with at-risk youth, and will possess life skills or interests that can be conveyed to the youth, through positive role modeling and mentorship.

Special Working Conditions

- This position is required to work in a stressful environment often dealing with groups of youth and youth in crisis situations.
- There may be moderate exposure to undesirable environmental working conditions which may require certain safety precautions i.e. client aggression, exposure to client health issues, etc.

Conditions of Volunteering

- Must have clearance from the *Authorization for Criminal Records Search* prior to commencing volunteer position.
- It is preferred that volunteers possess a valid Emergency First Aid and Food Safe certificate.
- Follows the Code of Ethics, Mission Statement, and Policies and Procedures of The Victoria Youth Empowerment Society and abide by the relevant rules and reporting guidelines as set out by the Ministry for Children and Families and other appropriate governing bodies.
- In order to ensure that the goals of the Volunteer and Club Staff are being met, Club Staff will conduct quarterly reviews with each Volunteer.

I have read the job description and understand what is expected of me as a Volunteer in the Alliance Club for the Victoria Youth Empowerment Society.

Volunteer Signature

Date