



## Job Description

### Job Title

- Weekend Youth Worker – 10 hours (2 days) – 15 hours (3 days) per week

### Location

- High Wycombe

### Position in the Organisation

- Reports To: Centre Manager/ Deputy Centre Manager/ Senior Youth Worker
- Responsible For: Assisting the Action4Youth core staff to run activities for young people aged 11 – 18 years

### Main Purpose and Scope of the Role

The Youth Worker will assist the Action4Youth core staff team to run activities for young people aged 11 – 18 years (up to 25 with Special Educational Needs). Groups will include a mixture of young people from different backgrounds, some of whom may have disabilities or additional needs.

The centre is open seven days a week from 4-9pm; this role is for five hours per shift from 3:45-8:45pm each day.

**You must be able to work weekends and be aged 19 or above to apply for this role.**

The Youth Worker will help register, supervise and engage with young people and ensure that sessions run safely. The Junction activities are free for all young people.

**Experience of working with young people is essential for this role.**

### Activities structure and the role:

#### The Junction

- Register young people on arrival.
- Create a welcoming and fun environment for young people to socialise with peers and youth workers
- Follow a structured activity timetable.
- Help to supervise the young people and manage behaviour within the library and youth centre.
- Engage with young people and get involved in activities; these include pool, table tennis, games, cooking and sports activities such as boxing and mixed martial arts.

- Be a positive role model at all times
- Help to lead activities and sessions.
- Help to provide 1:1 support to young people with additional needs.
- Assist with the hot meal distribution and supervision of young people during HAF (Holiday Activities and Food) Programmes
- Help the Action4Youth core staff to clear away, wipe down equipment and clean areas in between sessions.
- Sign out young people at the end of the session
- Ensure Health and Safety and Safeguarding procedures have been followed and incidents reported.

### Duties and Key Responsibilities

- To monitor young people's welfare throughout the session and to be especially aware of recorded allergies, physical/mental conditions and dietary requirements, and to follow the procedures in place.
- To liaise and communicate effectively with the Action4Youth core staff
- To have knowledge of and comply with the Data Protection Act.
- To be aware of and comply with Health and Safety procedures.
- Report any behaviour, conversations or comments which are inappropriate within a setting for young people.
- Undertaking responsibility, as part of the team, for all Health and Safety work related matters.
- Working within the guidelines of Action4Youth policies and procedures.

### General Responsibilities

- Support the continued development of quality standards as specified by Action4Youth.
- To have regard for the vision of Action4Youth and to display a commitment to equal opportunities and to the protection and safeguarding of children, young people and vulnerable adults.

### Terms and Conditions

Place of work:	High Wycombe Library, 5 Eden Place, High Wycombe HP11 2DH
Transport	You will be expected to make your own travel arrangements to and from the location listed above.
DBS Pre-Employment Check	Appointment to this post is subject to an Enhanced DBS check which will include a barred list check.
Meals and Accommodation:	Meals and accommodation are not provided.
References:	Employment will be subject to receiving two satisfactory references
Proof of Eligibility to work in the UK	Evidence provided to comply with the Immigration, Asylum and Nationality Act 2006

