



## **Volunteer Role Profile – Caretaker**

Role: Volunteer – Caretaker

Location: The Drop-In Centre and Merryville House in Aylesbury

Manager: Volunteer Coordinator

Time commitment: This role is flexible, based on your availability and the centre's needs.

Tasks will arise on an ad-hoc basis and we will contact you when support is needed

### **What we are looking for**

We are seeking a volunteer Caretaker with a friendly and approachable manner. The volunteer caretaker will undertake General DIY and maintenance tasks at the Drop-In Centre and Next Step project, to support us make sure both buildings are the best they can be for the young people. There are always jobs to be done to care for the two buildings – replacing lightbulbs, deep cleaning, oiling locks, and painting; helping to improve the experience for all young people accessing our services.

### **What you will be doing**

Your role will include some of, but is not restricted to, the following tasks:

- To install new fixtures and fittings; pictures, locks, clocks, shelving, benching etc.
- Carry out aspects of routine maintenance around the sites including painting, plumbing, general maintenance.
- Painting and decorating
- Have a regard for Health and Safety at all times
- Maintain confidentiality and adhere to the service's privacy policies.

### **The skills you need**

- Able to uphold Youth Concern's values in your role.
- Proficient in a variety of basic repair and maintenance tasks.
- Experience in following health and safety regulations.



- Physical Requirements: This role involves lifting, carrying, and working with tools.
- Ability to work independently and as part of a team.
- Friendly and professional approach.
- Ability to be discreet and to deal appropriately with confidential information (training provided).

### **How you will benefit**

- Full induction and training.
- Put your existing skills and expertise to great use
- Other training opportunities relevant to the volunteer role.
- Regular supervision and support.
- Enjoy a rewarding role that makes a tangible difference to young people in your local community.
- Become part of a compassionate community, meet new people, and make lifelong friends.
- The chance to meet new people.
- Be invited to Youth Concern's Volunteer social events.

This is a voluntary position, but reasonable expenses will be reimbursed.

### **What we ask of you**

- To complete an Enhanced DBS check with us.
- To provide two references from non-family members and other relevant documents related to the role
- To read, have knowledge of and keep to all the charity's policies, procedures and guidelines
- To complete an induction and any training related to the role
- Complete mandatory training and role related renewals, as requested

### **About Us**

Youth Concern is an independent charity based in Aylesbury Vale, Buckinghamshire that supports 13-25 year olds. We are inclusive; we aim to support all 13-25 year olds, but we



specialise in helping those facing additional challenges. In running a Drop-in Centre, counselling and homelessness prevention projects, Youth Concern's holistic service delivers real benefits for young people with multiple needs.

Youth Concern's vision is that every young person has the resources they need to live a happy, healthy and fulfilling life. Our purpose is to be there for and respond to vulnerable young people when they need us most. At each contact we work to transform lives.

Our mission is to enable young people from diverse backgrounds and with chaotic lifestyles to broaden their opportunities, realise their aspirations and optimise their well-being. We achieve this through the delivery of bespoke, holistic support packages helping them overcome disadvantage and reduce risk whilst facilitating the transition to independent adulthood.

### **Youth Concern Values**

- We put young people at the heart of all we do
- We care deeply
- We listen without judgement
- We never give up
- We empower and collaborate

### **Disclaimer**

We look to recruit a diverse range of volunteers. If your skills don't fit the above, please do not let this put you off as we are able to be flexible in most of our roles. We may also be able to offer you a different role that we both feel you are more suited to.

For more information or if you have any questions regarding this volunteer role, please contact the Volunteering Coordinator at [jasmine@youthconcern.org.uk](mailto:jasmine@youthconcern.org.uk)