



Volunteer Role Profile – Event Assistant

Role: Volunteer – Event assistants

Location: Various sites across Buckinghamshire, dependent on the event

Manager: Volunteer Coordinator

What we are looking for

We are seeking friendly and enthusiastic people to join our event volunteer list. When we have planned an event, we will reach out to all our event volunteers with the date, time, description of the event and what help we need. You can then sign up to help with as many or as few events as you wish. The tasks will vary depending on the event but overall, we need volunteers who are happy to come along for event days and support the staff with the overall running of the day.

You will be added to the event volunteer list once the sign-up process is complete.

What you will be doing

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

- Meet and greet visitors, participants and spectators.
- Help set up and clear down the event.
- Directing attendees and providing information.
- Engaging with visitors and serving refreshments.
- Being a friendly point of contact for attendees.
- Communicate effectively with the other staff to ensure smooth operations.
- Ensure the safety of young people, visitors and staff by adhering to Youth Concern's policies and procedures.

The skills you need

- Able to uphold Youth Concern's values in your role
- Good verbal communication skills
- Enthusiastic about Youth Concern and helping at events
- Have a positive attitude with a proactive and flexible approach
- Comfortable working as part of a team
- Good written communication skills (desirable)



How you will benefit

- Full induction and training.
- 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