

**Play and  
Youth Service**

# **Volunteer information pack**

**Get active,  
Get involved!**



**Making a positive  
contribution in Bolton**

**Bolton  
Council**

# Make a positive contribution

## What do the Play and Youth Service team do?

Our team work with children and young people aged from 4-19 years across Bolton to provide activities that are exhilarating and opportunities to help them enjoy and achieve.

There are various opportunities for you to become involved and discover for yourself how you can support and encourage young people to make the most of their time outside of school hours.

## Why should I volunteer?

By volunteering and mentoring young people, you can enhance their lives and your own. It's a great way of getting involved and you gain experience and skills that can be added to your CV.

**You don't need any qualifications or skills, just the enthusiasm to help make a difference.**

So take a look and see what you can sign up for today. There's something in it for you - no matter what your age.

## Where will I be volunteering?

At indoor and outdoor venues including purpose built young people's centres, parks, children's centres and events. Young people can also take part in national initiatives such as the Duke of Edinburgh Awards.

## Benefits of volunteering

The benefits of volunteering are:

- giving your time to change the lives of children and young people
- develop new skills
- increased personal and professional confidence
- personal/social development
- learn new skills
- gain experience
- add to CV/Record of Achievement
- build confidence/self esteem
- be part of a team
- become a role model
- increased job prospects and employability
- travel expenses
- uniform
- free or low cost training and development



## Rewards for your hard work

- Complete the bronze stage with 25 hours of volunteering to receive a voucher for 5 hours free training
- Complete the silver stage with 50 hours of volunteering to receive a voucher for 10 hours free training
- Complete the gold stage with 75 hours of volunteering to receive a voucher for 15 hours free training and £10 voucher for a store of your choice
- Complete the platinum stage with 100 hours of volunteering to receive a voucher for 20 hours free training, cinema tickets for two and presentation of a certificate from the Mayor of Bolton including a visit to the Mayor's parlour

After attending an induction volunteers can give the amount of time that fits in with their existing commitments.

If you need help completing your application form please contact the Play and Youth Service on **01204 338190 / 332323**.

## Volunteer recruitment and selection process

Stage **1** Application form and an informal discussion to find out more about you, and shortlisting

Stage **2** Receipt of reference request forms, complete Disclosure and Barring Service (DBS) check and volunteer pack

Stage **3** Satisfactory DBS form returned, induction arranged log book and uniform given

## Induction and training

All volunteers will receive an induction and service specific training at their chosen site with the volunteer co-ordinator and the senior worker. Tel: **01204 338190 / 332323** for details.

## Selection

We will contact you when stage 2 of the process is completed.

## Open house

We welcome volunteers from all backgrounds and cultures. If the application is unsuccessful a letter will be sent out explaining the reasons and the volunteer will be directed to the Volunteer Centre Bolton to identify alternative opportunities.

Role description

# Volunteer Playworker



## **Type of volunteering you will be involved with:**

Volunteering within play schemes throughout Bolton with children aged 4 to 13 years old.

Some roles also involve working with children with disabilities and additional needs.

## **Main roles and responsibilities of the volunteer:**

- to help organise games and free play for children within the scheme
- to help organise arts and crafts activities
- to help facilitate drama and music activities
- to assist with the supervision of snack and meal times

## **Commitment needed:**

Commitment on a weekly basis, various times and days available.

## **Experience required:**

No experience necessary but an interest in or experience of working with children and young people would be an advantage.

## **Qualifications required:**

None, all training provided.



Role description

# Volunteer SEN Worker



## **Type of volunteering you will be involved with:**

Volunteering within play schemes throughout Bolton with children aged 4 to 13 years old.

Roles involve working with children with disabilities and additional needs to assist them in accessing positive activities.

### **Main roles and responsibilities of the volunteer:**

- to support a child with special educational needs or a disability within a play setting
- communicate with the child in order to identify their individual needs
- to act as an advocate for the child

### **Commitment needed:**

Commitment on a weekly basis, various times and days available.

### **Experience required:**

No experience necessary but an interest in or experience of working with children and young people would be an advantage.

### **Qualifications required:**

None, all training provided.



Role description

# Volunteer Youth Worker



## **Type of volunteering you will be involved with:**

Volunteering within youth centres throughout Bolton with young people aged 13 to 19 years old.

Some roles also involve working with children with disabilities and additional needs.

## **Main roles and responsibilities of the volunteer:**

- listening to and supporting young people with any issue
- providing young people with information, advice and guidance
- planning, organising and delivering appropriate activities for young people

## **Commitment needed:**

Commitment on a weekly basis, various times and days available.

## **Experience required:**

No experience necessary but an interest in or experience of working with children and young people would be an advantage.

## **Qualifications required:**

None, all training provided.



Role description

# Outdoor Learning and Adventure Assistant



## **Type of volunteering you will be involved with:**

Supporting qualified and experienced staff to offer the following land and water based activities:

- kayaking
- canoeing
- sailing
- raft building
- gorge walking
- grass sledging
- canal trips
- mountain biking
- orienteering

## **Commitment needed:**

Flexible commitment needed as sessions run at various times and occasionally at the weekends.

## **Experience required:**

No experience necessary but an interest in or experience of working with children and young people would be an advantage.

## **Qualifications required:**

None, all training provided.



## Guidance notes

When completing application forms please ensure that:

- all questions are answered
- the form is legible
- you state which role you are applying for

## References

We require two people who we can contact to complete reference request forms, who can comment on your personal qualities. Referees can be colleagues, employers, teachers, college or university tutors and friends (over 18) but not family members.

## Data protection

Confidential information recorded about volunteers is not shared with other bodies and is maintained in compliance with data protection legislation.

## Disclosure and barring service

The play and youth service are committed to safeguarding children and all volunteers will be required to complete a DBS check, sign up to the Disclosure & Barring Update Service and sign the Update Service Consent Form.

## Equal opportunities monitoring

Information given in this section will be used for statistical data, which is analysed to understand whether the service's equal opportunities guidance is effective and to identify any changes we need to make.

## Contact us...

### Play and Youth Service

Castle Hill Training Centre,  
Room 133-35, Castleton St,  
Bolton BL2 2JW

email: [positive.activities@bolton.gov.uk](mailto:positive.activities@bolton.gov.uk)

Tel: **01204 338190 / 332323**

Web: [www.bolton.gov.uk](http://www.bolton.gov.uk)



**Making a positive  
contribution in Bolton**

**Bolton  
Council**