



NEIGHBOURHOOD LINK
SUPPORT SERVICES

KICK-START YOUTH DEPARTMENT VOLUNTEER

Reporting to: The Youth Resource Convener

Job Summary: The Kick-Start Volunteer works with the Youth department staff to assist youths aged 7-12 in the afterschool homework and recreation club with homework, recreational activities and in preparing and serving healthy snacks. Duties may vary depending on the qualifications, skills and schedule of the volunteer, and the needs of the program.

Hours of work are one day per week from 3:00pm-7:00pm with a six month commitment. Hours may vary within that time period.

Duties:

- Assist staff before and after the program with set-up/clean-up of program space, including but not limited to: washing and putting away dishes, sweeping/vacuuming, organizing and tidying books, games and cards etc.
- Prepare and serve healthy snacks and drinks
- Assist clients with homework
- Assist staff with implementing recreational activities (board games, computer use, physical activities)
- Attend workshops/trainings/meetings as directed.

Qualifications and Requirements:

- A Food Handling Certificate may be required for certain volunteers. Training will be provided by Neighbourhood Link Support Services when necessary.
- The knowledge and ability to relate to youths and to interact with them in a friendly and professional manner
- Excellent communication skills and command of the English language
- Excellent customer service skills, commitment to a “client-centered” approach
- Familiarity with computer operating systems and internet
- Must be willing and able to work with clients from diverse cultures and backgrounds
- Ability to work in a team
- Willingness to attend training sessions and workshops
- Knowledge of a second language in the demographic of the community and/or in French would be an asset.
- A police records check is required by all volunteers aged 18 and above.

