

YOUNG PEOPLE & VOLUNTEERING

C H E C K L I S T

A Good Practice checklist for organisations involving young people as volunteers.

Volunteer Roles

- Identify clear, progressive and varying volunteer roles for young people that provide benefits to young people in terms of skills, new challenges and work experience.
- Make volunteering opportunities attractive and appealing to young people. Variety and a fun element help.
- Flexibility of volunteering (time and commitment) is important to reflect the diverse range of things which may be happening in a young person's life. Consider offering short, taster sessions to young people.
- Consider creating opportunities for groups of young people to volunteer with your organisation.

Promotion

- Target clear, credible, accessible information about volunteering opportunities at young people in places they are likely to see them. In particular ensure that information is readily available in schools and youth centres.
- Seek opportunities to directly ask young people to get involved – many young people feel they have never been asked to volunteer. Encourage young volunteers to invite their friends to get involved.
- Consult with or involve young people in the design of publicity materials, use positive images of volunteering to attract younger people e.g. young people having fun, learning new skills etc.
- Make sure the information gives details about the benefits of volunteering to young people, such as learning new skills or making new friends.
- Consider the use of new technology, in particular texting and social networking to communicate with young people.

Volunteer Management and Support

- Ensure that young people feel valued and respected by others they may be volunteering with or for.
- Provide a friendly and relaxed environment for young volunteers to work in, with support from an identified person when they need it.

- Make sure young volunteers are never out of pocket ensure expenses are available for travel, meals etc. Consider whether re-imbursments in advance can be made available. See *Volunteer Now Information Sheet Volunteers and Expenses*.
- Follow good practice in the management of volunteers in all instances, e.g. volunteer policy, recruitment and selection, induction, training, support and supervision however ensure that the systems are as user friendly as possible.
- Consult and involve young volunteers in the development of their volunteering in order to give them ownership and as much control as possible.
- Be creative and consider if there are tasks within the organisation which individual younger volunteers or a group could undertake and run as their own project with back up support.

Volunteer Recognition

- Ensure recognition of what they do, either by providing accreditation in the form of a qualification or simply providing a reference or a record of achievement, stating skills and experience gained while they were volunteering.
- Regularly celebrate the involvement of young volunteers, thank them and acknowledge their contribution.
- Create opportunities for young volunteers to come together socially.

Child Protection

- Remember the need for good practice in Child Protection when involving young people under 18.
- Seek written parental permission to involve young people under 16 as volunteers.

Visit www.volunteernow.co.uk for related documents on volunteer management, child protection, governance and more information on local volunteering opportunities.

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