

Title: Peer Leaders Volunteers Policy	Version Number: No 1
Contact: Youth Workers, Practice Leader or Coordinator	

PEER LEADER Volunteer Policy

Purpose

This Peer Leader Volunteers Policy guides the way in which Frankston Youth Service supports the use of youth volunteers.

Objectives

We aim to develop a more inclusive relationship with our Frankston young people. We will achieve this by providing opportunities for young people to obtain experience in volunteering and thus contributing to the provision of services for Frankston Youth Service.

Definitions:

- Volunteer opportunities at Frankston Youth Service may exist at Youth Central, Youth Hangout locations, the Youth Bus, during School Holiday Programs, within Fresh Entertainment (FReeZA) and Youth Council, NexGen Advisory as well as at various events
- A Peer Leader Volunteer refers to a young person who resides in the Frankston LGA and who has Frankston Youth Service's approval to perform duties for Youth Service without monetary compensation

Position of Peer Leader Volunteers

Peer Leader Volunteers are not employees of Frankston City Council Youth Service and must not, under any circumstance, receive any remuneration of financial or other compensation for their services, or have access to the LAN. Volunteers must under no circumstance have access to any building or be in a building without Frankston Youth Service staff.

Peer Leader Volunteers are not covered by Frankston City Council's workers' compensation insurance and Frankston City Council does not provide personal accident insurance for them.

Peer Leader Volunteers will be covered by public liability insurance policies. These do not cover volunteers' use of their own motor vehicle, which in all cases is undertaken at their own risk.

All Peer Leader Volunteers must be between the ages of 14 years and 24 years.

Appointment of Peer Leader Volunteers

Young people who are interested in becoming a Peer Leader Volunteer must complete a “Peer Leader Volunteer Application Form” and a “Indemnity Form.” these forms are required to be completed and lodged with Youth Services. Following receipt of an application the Practice Leader or Senior Youth Worker will contact a suitable applicant and meet with them to discuss their application. This meeting will discuss Peer Leader Volunteer options and opportunities. Following the meeting, the Practice Leader or Senior Youth Worker of Youth Service will liaise with the Youth Service Team and determine appropriateness for approval. All paperwork must be submitted to the Practice Leader of Youth Service for personnel records.

The Practice Leader or Senior Youth Worker will notify successful applicants of the result of their application. All applications will be assessed on an individual case basis. Frankston Youth Service reserves the right to accept or decline offers to perform voluntary work.

- A probationary period may be required depending upon the task.
- If the position involves working with children and the applicant is 18 years or over, a Working with Children’s Check must be provided by the applicant to the Youth Workers, Practice Leader or Coordinator.
- Peer Leader Volunteers must adhere to this Policy, and all other relevant Policies and Procedures of Frankston City Council Youth Service at all times.
- Volunteers may only undertake work under the supervision and direction of an appropriate Youth Worker.
- Failure by a volunteer to comply with this policy, or other applicable Frankston Youth Service policies, may result in Frankston Youth Service terminating the volunteer's engagement.
- Frankston Youth Service will endeavour to keep Peer Leader Volunteers informed of matters that affect them.

Frankston Youth Service Statement of commitment to volunteers

Frankston Youth Service will:

- provide effective induction, training, mentoring and coaching
- provide a place which is safe and suitable for the task(s) being performed, and will provide the necessary equipment, and provide training which is appropriate to the task(s) and Peer Leader volunteer
- provide a clear description of the tasks to be performed
- consult Peer Leader volunteers on matters that affect them, and provide opportunities for Peer Leader volunteers to make suggestions

- treat Peer Leader volunteers professionally and in accordance with organisation policies

Frankston Youth Service's Statement of expectations of Peer Leader Volunteers

Frankston Youth Service's expects Peer Leader volunteers to:

- perform tasks which they have agreed to undertake at the appointed time unless negotiated or notified otherwise
- be responsible to the particular area where they are performing their duties but ultimately to the Youth Workers, Practice Leader or Coordinator
- perform all tasks to Frankston Youth Service's standards or to the satisfaction of the supervisor
- accept and abide by all Frankston Youth Service's rules and policies
- are not to access the LAN
- behave professionally towards staff, community and other volunteers and generally uphold the Frankston Youth Service's good standing with the people of Frankston
- refer ALL enquiries to youth workers

Peer Leader Volunteer Terms and Extensions

Peer Leader Volunteer applications are reviewed every twelve (12) months.
A review of applications may result in an extension for a further twelve (12) months.

Conditions

1. Before commencing, Peer Leader volunteers will have completed and provided the following:
 - Peer Leader Volunteer Application Form
 - Program Registration & Indemnity Form
 - Peer Leader Volunteer Contract (includes Confidentiality Agreement)
 - Driver's Licence Check (if applicable)
 - Working with Children's Check (if applicable)
2. Regular attendance times must be organised with the Practice Leader of Youth Service
3. A Peer Leader Volunteer may provide up to 5 hours of assistance in routine tasks each week during school terms and/or participate by agreement as a Peer Leader during school holiday programs
4. No remuneration for expenses (i.e. travel) will be provided to Peer Leader Volunteer
5. Peer Leader Volunteer must dress neatly when on duty
6. Peer Leader Volunteers will be required to wear an identifying volunteer lanyard to signify their voluntary capacity to the community

7. Peer Leader Volunteer must adhere to OH&S requirements to ensure compliance with Frankston City Council OH&S policies and safe work procedures.

Tasks/Duties

Tasks that may be offered to Peer Leader Volunteers include:

- Assist youth workers with school holiday programs, activations, events
- Tidying/cleaning youth space areas
- Assisting with displays and brochure stands
- Collating materials for meetings and events
- Assisting in organising craft supplies and materials
- Assisting with general administration tasks ie: sticking labels on envelopes, sealing envelopes, putting materials in envelopes, laminating, sorting, labelling, tidying resources, etc
- Tasks that assist in the presentation of Youth Service, meetings, events and expos
- Folding brochures and flyers
- Assisting with events
- Checking games for missing parts and damage
- Welcoming young people and ensuring they feel included, safe and able to join in

Tasks that cannot be offered include:

- No use of staff computers and the LAN
- Assisting young people with crisis, referral or trauma
- Requesting young people leave the facility at closing times
- Answering the phone and responding to enquiries

Any duties or projects in addition to those above must have the approval of the Practice Leader Youth Service.

PEER LEADER VOLUNTEER Position Description 2023

THE OBJECTIVE OF THE ROLE:

The objective of the role is to contribute to and support the range of services and programs provided by Frankston Youth Service. Peer Leader Volunteers are expected to communicate politely, respond to instructions and directions, listen well, be patient, understanding and respectful of all staff and visitors to the youth centre, with a willingness to be flexible and enthusiastic.

RESPONSIBILITIES AND DUTIES OF THE ROLE:

Peer Leader Volunteers undertake a range of tasks according to the needs of Youth Service.

Tasks Peer Leaders undertake include:

- Welcoming young people and other visitors
- Assisting Holiday Programs and events, where required
- General administration tasks
- Ensuring the quality of Youth Service equipment
- Assisting in marketing
- Checking games for missing parts and damage
- Welcoming young people and ensuring they feel included, safe and able to join in

Any duties or projects in addition to those above must have the approval of the Youth Workers, Practice Leader or Coordinator.

THE PEER LEADER VOLUNTEER REPORTS TO:

Peer Leader Volunteers receive direction and supervision from youth workers in accordance with the Frankston Youth Service Peer Leader Volunteers Policy.

REQUIREMENTS OF THE ROLE:

- A completed Peer Leader Volunteer Application Form, Program Registration & Indemnity Form
- Good communication, organisational and listening skills
- An interest in or knowledge and purpose of the range of services and programs provided by the Frankston Youth Service