



## Role/Job Description – In Service Day Youth Event

This form should be completed for all volunteer and paid roles in congregations. A PVG or Basic Disclosure check may also be required for the role. If the role changes substantially a new role/job description should be completed. A volunteer or paid worker should have a role/job description for each role that they undertake in a congregation. Copies should be retained by the worker and the Congregational Safeguarding Coordinator appointed by Kirk Session.

### Part A: to be completed on behalf of Kirk Session

Role/Job Title: ....**Volunteer Leader** .....

Name of congregation: ....**Chryston Parish Church**.....

Name of worker: .....

Name of Group: ...**In Service Day** .....

Where and when the group meets: ...**Chryston Parish Church on Monday 17<sup>th</sup> November 11am to 3pm**.....

Age range: ...**For Children P4 to P7**.....

Person to whom worker is responsible: ...**YPFWorker – Scott Troup**.....

Main aim and description of the work to be undertaken: ...**During our In Service Day Youth Event volunteers/helpers are to be enthusiastic, friendly, and reliable to assist in running a dynamic and engaging event for young people at Chryston Parish. This event will feature a variety of activities, including games, sports, social time, food, and community-building moments. As a volunteer, you'll help create a positive and welcoming environment for all participants, ensuring the event runs smoothly and that everyone has a fun, memorable experience.**

### Key Responsibilities:

#### 1. Event Setup & Preparation:

- Help with setting up game stations, sports equipment, and social spaces.
- Assist in preparing and organizing food and refreshments for participants.
- Ensure all safety guidelines and procedures are followed, especially in relation to sports and food handling.

#### 2. Activity Support:

- Lead or assist in organizing group games, team sports, and other interactive activities.
- Encourage participation, team spirit, and positive interaction among attendees.
- Manage registration or check-in as needed.

#### 3. Social Engagement:

- Help create a welcoming and friendly environment, encouraging young people to interact and connect.
- Assist with icebreakers, group discussions, or casual conversations during social times.
- Foster a sense of community and inclusivity among attendees.

4. *Safety & Supervision:*

- Ensure the safety of all participants during activities and events, intervening if necessary.
- Provide guidance and assistance in case of injuries or emergencies.
- Monitor behaviour to maintain a respectful and safe environment.

5. *Cleanup & Wrap-Up:*

- Assist in cleaning up after the event, including tidying game areas, gathering leftover food, and packing up equipment.
- Ensure any leftover materials are stored properly or disposed of.

**If this post is considered regulated work with Children and/or Protected Adults under the Protection of Vulnerable Groups (Scotland) Act 2007, an applicant will require to join the PVG Scheme or undergo a PVG Scheme Update prior to taking up post.**

Is this regulated work with children?      Yes ☒      No ☐

Is this regulated work with adults?      Yes ☐      No ☒

**If PVG Scheme membership is not required, a Basic Disclosure check may be required for the role. Please refer to the Basic Disclosure guidance on the Safeguarding Service website.**

Does the role require a Basic Disclosure check      Yes ☐      No ☒

**Part B to be completed by worker/volunteer once appointed**

**Declaration:**

I understand the nature of the work I am undertaking and I have received and read the Safeguarding Children and Adults at Risk Pocket Guide. I understand it is my duty to protect anyone who is vulnerable to ensure, as far as I am able, a safe church for all.

Signature .....Date.....

*The purpose of the UK Data Protection Act 2018 is to ensure that any personal data an organisation holds about an individual is stored and used in an appropriate way. This congregation, through presbytery, is registered with the Information Commissioner's Office and strives to comply fully with data protection law. The Information Commissioner's website provides in-depth information regarding the requirements of the Data Protection Act: <https://www.ico.org.uk/>*

*This congregation is committed to protecting privacy and safeguarding personal data. We shall use the information you have provided us with for the purpose of the administration of this group and **if relevant, related** matters including events and activities. We will only keep the information for as long as required for that purpose. The full Privacy Notice for our congregation is available on our website. Please ask for details from your Safeguarding Coordinator.*

*Should you have any questions concerning the use of the information you provide to us please contact the Safeguarding Coordinator.*