

# **CLOYNE DIOCESAN YOUTH SERVICES**



Cloyne Diocesan Youth Services Ltd,  
Mallow Youth Centre, New Rd.,  
Mallow, Co. Cork  
022 53526  
[www.cdys.ie](http://www.cdys.ie)

## ***VOLUNTEERING OPPORTUNITIES WITH CDYS***

Developed: APRIL 2010; Updated: JULY 2014

**23 July 2014**

## CONTENTS

- 1. CDYS Mission Statement & Values**
- 2. Volunteers in the Work**
- 3. Volunteering Opportunities in CDYS**
- 4. Role of Volunteer Youth Worker**
- 5. Code of Good Practice for Volunteer Youth Workers**
- 6. What is Expected of the Volunteer?**
- 7. What the Volunteer can Expect of CDYS?**
- 8. Volunteer Application Form & Garda Vetting**

**WELCOME**  
**CDYS Vision Statement**

CDYS respects the ambition of Youth

**Mission Statement**

We nurture and encourage young people to reach their full potential in a safe and supportive community.

**CDYS Ltd Values**

CDYS Ltd respects the **dignity** of young people regardless of social, economic or religious background.

The service works to **empower** young people by providing a forum through which they can be heard.

**Partnership** is fundamental to the workings of CDYS Ltd in responding directly to the needs as expressed by the community. A particular example of this is in the manner in which CDYS Ltd works to counter the effects of social, educational and personal disadvantage.

CDYS Ltd at all times endeavour to **support** the work of **parents, teachers, other professionals and voluntary groups**.

CDYS Ltd is committed to providing **skilled and trained volunteers** and **professional staff** working collaboratively in the service of young people, as is appropriate to the needs of the nature of contemporary youth work.

We appreciate and **encourage the participation of adult volunteers** in all aspects of our work and seek to enhance their potential for further participation in developmental initiatives through **training and support** on both an individual and group basis.

## **VOLUNTEERS IN THE WORK**

Currently CDYS have approximately 180 (July 2014) volunteers contributing to the lives of young people across the Diocese of Cloyne. People volunteer directly with young people by running rural youth clubs, cafes & youth activities, facilitating programs such as RAINBOWS, 'Mind Youth Head' & 'Before You Decide', as well as offering 1 to 1 support to young people through mentoring & non-formal guidance.

As well as the direct contact youth work, CDYS also has volunteers who work on committees & on the Board of Directors, do much needed administration, promotion and fundraising. We also have 'old reliables' who help with maintenance and upkeep of buildings as well as recycling, clean ups & environmental care. Whatever your skill – there is a place for you in our busy organisation!

CDYS values partnership. We recognize that as a staff team, we can't do all that needs to be done without the support of parents, communities & volunteers. We acknowledge that YOU are a vital part of CDYS reaching out to more young people, providing more services & activities to the youth of this era. YOU have skills & YOU have something to contribute. We want to hear from you!

In a survey carried out with volunteers in 2014, CDYS found that there are huge benefits in involving volunteers in the work. The survey indicated that through volunteering, young people & adults became happier people by growing in confidence as well as progressing & developing themselves personally. Residential areas were building strong sense of community spirit. People felt they were doing something worthwhile with their time & making a difference in society. Volunteerism also contributed significantly to creating fun & safe spaces for everyone – young people & volunteers alike.

## **What Can I Get Involved In?**

- Running existing youth groups, youth clubs, youth café with a team of volunteers or setting up a new group from scratch
- Running youth activities such as dance, drama, art, sports, martial arts, boxing, health & fitness, music, street art.....this list of activities is endless.....what skills / interests / talents do you have to share with young people?
- Organising & running youth events such as arts festivals, workshops, music events, outdoor gigs, promotional events
- Facilitation, Training & Group work. CDYS runs programs such as RAINBOWS, 'Mind Youth Head' & 'Before You Decide'. Can you volunteer your time to help us prepare for, promote & deliver these programs? As well as these structured programs we are open to delivering sessions to schools & community groups on topics which are relevant to young people such as mental health, suicide, drug & alcohol, domestic violence, peer pressure, sexual health, anger management. If you have a skill for facilitation, please join our team!
- Youth ministry, retreats & reflection days. Perhaps you have an interest in the spiritual well being of young people. Join our retreat team. Help develop our Quiet room in Mallow. Deliver meditation sessions. Help with the choir

## **What is my role?**

The role will vary depending on the job you are volunteering in. This can be agreed with a CDYS staff person. The generic role of the youth worker is as follows:

### **Role of CDYS Volunteer Youth Workers**

1. To interact in an appropriate way with young people who attend club or café
2. To build good relationships with young people
3. To be a positive role model to young people
4. To discuss interests & needs with young people & then plan a program of activities with them
5. To challenge & discuss any inappropriate behaviour or issues which may come up among the young people
6. To ensure the venue is clean & tidy
7. To keep an attendance record, session planners & evaluations or whatever paperwork is necessary for the work
8. To meet regularly with other volunteers to discuss progress as well as plan and evaluate programs
9. To recruit & involve new volunteers where needed for the youth work
10. To help fundraise where necessary
11. Link in with CDYS staff where necessary

## **Code of Behaviour & Good Practice for Volunteer Youth Workers**

1. Be a good role model for young people
  - a. be positive in your approach
  - b. don't smoke or drink in front of young people
  - c. don't use bad language or inappropriate behaviour
  - d. don't engage in jokes of a sexual nature
  - e. empower young people to do as much as possible for themselves
2. Be a support to young people
3. Build appropriate relationships with young people by talking, interacting, engaging in activities etc
4. Treat everybody equally & fairly, even those you find difficult to deal with.
5. Try to communicate openly with everybody
6. Be inclusive of everybody – everybody's welcome to be part of the youth service
7. Work as part of a team with other youth workers and with CDYS
8. Never be on your own with young people (ratio: 1:8)
9. Don't get over-involved with any 1 young person
10. Leave your prejudices about young people at the door, adapt a professional approach as a leader
11. If you are concerned about something, speak to a staff person – issues can be dealt with as part of a team
12. Be health & safety conscious – wipe up spills, tidy up loose leads etc
13. Don't touch young people un-necessarily
14. If you find yourself getting angry or frustrated with young people, walk away or seek support from another leader
15. Leaders should never be aggressive, physical and verbally abusive to young people
16. Disruptive and challenging behaviour should be dealt with by 2 people. Always seek assistance from another leader. Have extra leader on if disruptive behaviour is anticipated.

17. Leaders should wear appropriate clothing i.e nothing too revealing
18. Never swop personal phone numbers, email addresses, facebook or bebo pages
19. Never promise total confidentiality. You CANT keep a secret.
20. Do not take young people in your car as passengers
21. Our staff & volunteers are permitted to participate in activities with young people but to be aware of their personal space in relation to contact sports
22. Never give money to young people for whatever reason. Discuss this further with a staff person



## **What is Expected of the Volunteer:?**

To *fulfil the role* as agreed with the CDYS staff person, to the best of your ability

To adhere to the *code of good practice* for volunteers

To adhere to the *recruitment policy* of CDYS, understanding that *garda vetting & reference checks* must first be completed before you can begin volunteering with CDYS. Once a volunteer is accepted and placed in the organization, a 3 month *probation period* exists.

To be *punctual, committed, reliable*

To have a *genuine interest* in the well being of young people

To *attend training* where necessary, to better carry out your role

To *evaluate* the work & reflect on your part in it, being open to giving & receiving *feedback* and always being open to *new learning*

To maintain quality & good practice in the work by adhering to *CDYS policies & procedures*

To *enjoy* the volunteering opportunity!

To *take initiative* and use your skills & talents where possible

Where relevant to *work as part of a team*

## What Can the Volunteer Expect of CDYS?

To **value** the role of the volunteer in the organization.

CDYS to be **respectful and inclusive** of volunteers in the organization, by consulting with them & keeping them informed of relevant information

To offer **training & events** to support, value & develop volunteers, where & when needed

The organization to be **open to learning** from volunteers

Provide **support meetings** or **team meetings** with volunteers where necessary in their role as CDYS volunteer

To **match you to a role** in the organization that you are comfortable with and fits you're skills & abilities.

To **check in** with the volunteer to see how this role is going

To support you to **develop or progress** in your volunteering role with CDYS

## CDYS Volunteer Application Form 2015

Please tick the project(s) you are interested in volunteering in:

- |                               |                          |                      |
|-------------------------------|--------------------------|----------------------|
| <b>Youth Project</b>          | <input type="checkbox"/> | <b>Drugs Project</b> |
| <b>Youth Club</b>             | <input type="checkbox"/> | <b>Ministry</b>      |
| <b>Young Person Mentoring</b> | <input type="checkbox"/> | <b>Youth</b>         |
| <b>Diversion</b>              | <input type="checkbox"/> |                      |
| <b>Other / Administrative</b> | <input type="checkbox"/> |                      |

### Personal Details

Name:			
Address:			
Preferred Region to Volunteer in:	Mallow <input type="checkbox"/>	Fermoy <input type="checkbox"/>	Midleton <input type="checkbox"/>
	Cobh <input type="checkbox"/>	Macroom <input type="checkbox"/>	Youth Club <input type="checkbox"/>
Telephone contacts:	Landline:	Mobile:	
Email:			
Preferred method of contact:	By Phone <input type="checkbox"/>	By Email <input type="checkbox"/>	
Date of Birth:			
Gender:	Male <input type="checkbox"/>	Female <input type="checkbox"/>	
Occupation (if any):			
Educational Details (if any): (we do not expect applicants to have specific educational qualifications, as training will be provided)			

### Availability

What commitment would you be able to offer? Please complete days and hours.	9-12	12-3	3-6	6-9
Monday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tuesday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wednesday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thursday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Friday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Saturday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sunday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Health Declaration

Are you currently in good physical health? (It is recommended to disclose asthma, food allergies, epilepsy, etc)	Yes <input type="checkbox"/> No <input type="checkbox"/>
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### Volunteering

What skills/ experience/ qualities would you bring to CDYS?													
Do you have any interests/ hobbies which would be helpful for us to be aware of?	<table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Sport                      <input type="checkbox"/></td> <td style="width: 33%;">Drama                      <input type="checkbox"/></td> <td style="width: 33%;">Dance                      <input type="checkbox"/></td> </tr> <tr> <td>Music                      <input type="checkbox"/></td> <td>Cooking                      <input type="checkbox"/></td> <td>Art / Craft                      <input type="checkbox"/></td> </tr> <tr> <td>Beauty                      <input type="checkbox"/></td> <td>Construction                      <input type="checkbox"/></td> <td>Mechanics                      <input type="checkbox"/></td> </tr> <tr> <td>Photography                      <input type="checkbox"/></td> <td>Computer                      <input type="checkbox"/></td> <td>Other                      <input type="checkbox"/></td> </tr> </table> <p><b>Please State:</b></p>	Sport <input type="checkbox"/>	Drama <input type="checkbox"/>	Dance <input type="checkbox"/>	Music <input type="checkbox"/>	Cooking <input type="checkbox"/>	Art / Craft <input type="checkbox"/>	Beauty <input type="checkbox"/>	Construction <input type="checkbox"/>	Mechanics <input type="checkbox"/>	Photography <input type="checkbox"/>	Computer <input type="checkbox"/>	Other <input type="checkbox"/>
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Beauty <input type="checkbox"/>	Construction <input type="checkbox"/>	Mechanics <input type="checkbox"/>											
Photography <input type="checkbox"/>	Computer <input type="checkbox"/>	Other <input type="checkbox"/>											

### Emergency Contact Details

(Please give the details of someone we may contact in case of an emergency)

Name:		
Address:		
Telephone contacts:	Landline:	Mobile:
Your relationship to this person:		

Reference 1	Reference 2
Name:	Name:
Address:	Address:
Telephone Contacts:	Telephone Contacts:

Occupation:	Occupation:
Relationship to you:	Relationship to you:

**Declaration**

**I know of no reasons why I should not volunteer with CDYS, including past or current offences, which would bring into question my suitability to work with young people. Should any information come to light which would bring my character or suitability into question, I understand that I will be disengaged. I understand I may be re-vetted at any time while volunteering with CDYS.**

**I declare that all information provided is true and accurate.**

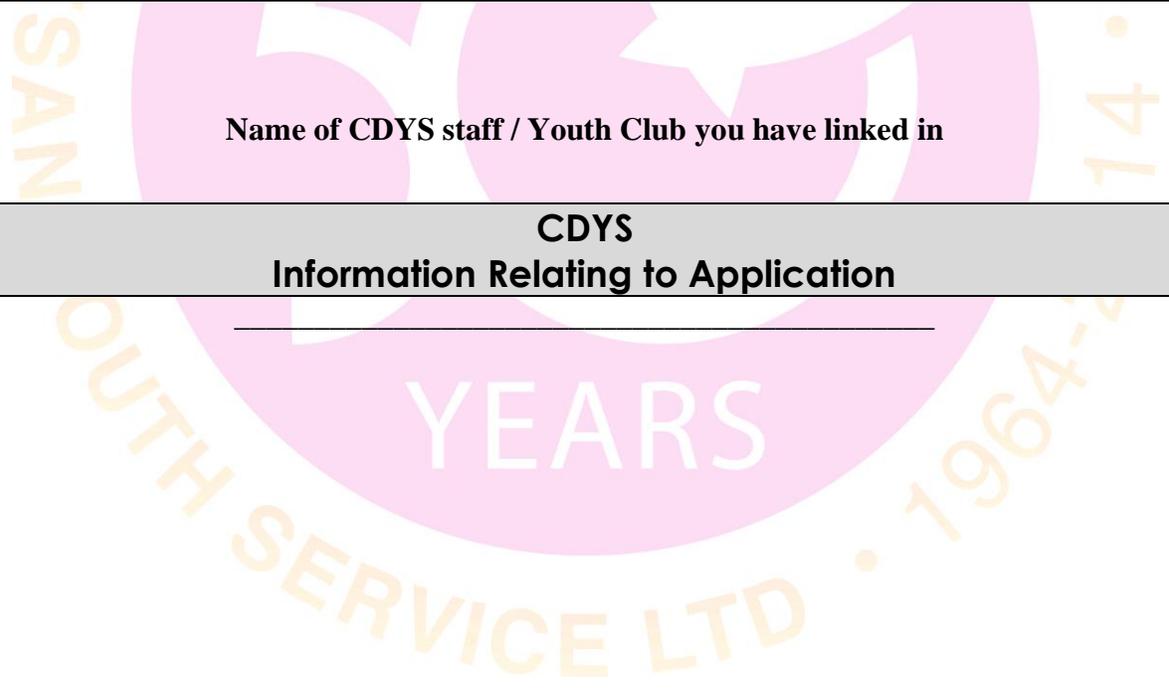
**Signature:**

**Date:**

**Name of CDYS staff / Youth Club you have linked in**

**CDYS  
Information Relating to Application**

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**Please read and tick the boxes below if in agreement:**

- I am happy to complete a Garda Vetting Form, attached. I understand this and any information I provide will be kept confidential. ***I understand that I cannot commence volunteering with CDYS until my Garda Vetting has been cleared***
- I have provided 2 genuine references & understand that ***these character references must be checked before I can commence volunteering or placement with CDYS***
- I am happy to provide a photo ***identification of myself*** and attach same with this application form.
- I declare that the above information is true and that I will abide and accept the ***terms and conditions*** of my voluntary role as well as the ***policies & procedures*** of CDYS
- While volunteering or on placement, I am obliged and hereby undertake ***to observe strict confidentiality***. This is in relation to all clients and sensitive agency information I may obtain during the course of my placement or volunteering role.
- I have read, understood & signed the ***CDYS Code of Behaviour for staff & volunteers*** & am committed to adhering to these procedures
- I understand that there is a ***probationary period of 3 months*** for new volunteers and student placements. This probationary period can be extended when necessary. However, I also accept that my ***Volunteering role may be terminated at any time with proper notice, consultation & due process where relevant.***

**Signature:**

**Date:**

Thank you for taking the time to complete this application form, please return to your local CDYS Co-ordinator. All forms are returned to Mallow Head Office for processing:

**Sharon Doody, CDYS, Mallow Youth Centre, New Road, Mallow, Co. Cork, Tel. (022) 53526**

## **Code of Behaviour & Good Practice for Volunteer Youth Workers**

*(This copy must be signed by volunteer / placement candidate & returned to CDYS)*

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  - a. be positive in your approach
  - b. don't smoke or drink in front of young people
  - c. don't use bad language or inappropriate behavior
  - d. don't engage in jokes of a sexual nature
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**Signed (student placement or volunteer)**

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**Date**

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**Staff Person ( I have read through this document with  
volunteer/student)**

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**Date**

**Attach  
Garda  
Vetting  
Form**

