

Mosman Council Youth Volunteering Groups Terms of Reference

1. PURPOSE

The purpose of Mosman Council Youth Volunteering is to empower young people by supporting the positive development of lifelong skills, and provide young people with an opportunity to participate, engage and be heard in their local community by actively participating in decision making and drive grass roots community projects.

2. OBJECTIVE

The objectives of the Youth Volunteering Groups are to:

- Provide opportunities for young people to develop a range of valuable and transferable skills that will support in education and employment in the future.
- Provide an accessible avenue for young people to become actively involved in the local community and develop new social connections.
- Improve the wellbeing of young people both as Youth Volunteering members and youth who participate in projects delivered by volunteers, resulting in a supported, happy and resilient community.
- Enhance opportunities for young people to make a positive impact and contribution in the community and improve young people's profile in Mosman.
- Represent the views of young people in the Mosman Council LGA, involving young people in decision making and legitimising youth voices and values in decision making processes.

3. MEMBERSHIP

Membership is by invitation after completion of a Mosman Youth Volunteering member form which will be reviewed against the eligibility guidelines.

Membership aims to include a diverse range of young people from a range of ages, genders and backgrounds with a maximum of 30 youth volunteer places available – 10 spaces available in each of the 3 volunteer groups.

Members will be required to attend a minimum of 80% of all group meetings and workshops scheduled on a weekly basis during the school term. Members will also participate as youth representatives in other consultative or skills development workshops that may be offered, and attended by other parts of the community, where possible.

4. ELIGIBILITY GUIDELINES

The Mosman Youth Volunteering Groups are open to young people aged between 14 to 18 years old who live, work, or study in the Mosman LGA.

Mosman Youth Services encourages young people from all backgrounds and abilities to participate, provided they have a willingness and openness to learn and contribute in a team environment.

Staff will also consider the following guidelines for each applicant:

- Applicants have a willingness to plan and facilitate youth events and initiatives
- Applicants are open to understanding issue affecting young people in the Mosman community
- Applicants have the willingness to work in a team and participate in group discussions as well as working independently

- Applicants are respectful of others opinions and be open to others ideas
- Applicants are willing to encourage participation from young people and provide feedback to the community
- Applicants have the capacity and motivation to commit to the Mosman Youth Volunteering Group for a minimum of 2 school terms (approximately 6 months).

5. SELECTION PROCESS

The selection of the membership will involve calling for applications via the Mosman Youth website and public promotion and advertisement when places are available in the groups.

Applications will be reviewed against the eligibility guidelines above.

6. TERM OF PARTICIPATION

- Appointed group members will participate for a minimum period of 2 school terms (or 6 months). After 12 months of continuous membership, applicants may be asked to step down from their role or re-apply to allow an opportunity for new members to participate.
- Once appointed, members will actively participate and commit to attending meetings unless prior notification has been made to the Youth Programs Officer (excluding emergencies). Members must commit to attending a minimum of 80% of meetings to be considered for membership.
- Previous members who have left the program are welcome to re-apply.

7. TIMETABLE FOR MEETINGS

- Volunteer groups meet a minimum of eight (8) times per school term, on a weekly basis at the Mosman Youth Centre (or online where required).
- Meetings will run for one hour in duration unless a special workshop or activity is booked, in which case meetings may run longer with prior notice given.
- Each of the three volunteering groups will meet on different days at the Mosman Youth Centre from 4:30-5:30pm (unless otherwise stated). Further detail can be found on the Mosman Youth website and will be provided by the Youth Programs Officer upon application.
- As well as the weekly meetings, members are encouraged to maintain regular communication through email and the relevant social media groups.

8. VOLUNTEER HANDBOOK AND CODE OF CONDUCT

Applicants are required to review the Mosman Council Volunteer Code of Conduct prior to application. Applicants who are invited to participate as youth volunteers must adhere to the Code of Conduct whilst acting in a voluntary capacity for Mosman Council. Members will also be provided with the Mosman Council Volunteer Handbook upon commencement.

A breach of the Code of Conduct or these Terms of Reference may lead to the member being removed from the Group.