

# Volunteer as a Youth Activity Coordinator



# How can you help as a Youth Activity Coordinator?

## ➤ Organise or provide support to activities for our young beneficiaries, such as:

- Sports and board games sessions
- Craft & Music workshops
- Small-group tutoring
- Outings to places of interest

## ➤ Volunteer your skills and resources for events, such as:

- Event emcee
- Photographer/videographer
- Logistics support
- Graphic designer/ art design for posters and social media
- Transport support
- On-site event management support
- Singing / dancing / theatre expertise

## Activity Coordinator Code of Conduct

### ➤ Boundaries

- Do not accept any gifts or money from the youth and/or their families. Request them to donate directly to NuLife (<https://nulife.com.sg/how-to-help-cash/>).
- Handwritten cards/ thank you cards are acceptable. Speak to your volunteer manager if you have any doubts/concerns about the card(s).
- Do not give out your personal contact number and/or address to the youth and/or their families.
- Do not invite them to your home.
- Do not accept an invitation to visit them at their home.

## ➤ Confidentiality

- All personal information of the youth and/or their families shared by the organisation is confidential.
- Do not take or share any photographs, videos and/or audio recordings of the youth and/or their families unless authorised to do so by the Volunteer Manager.
- Do not bring your family, friends or acquaintances to the outings/events unless you have obtained prior approval from the Volunteer Manager.

## ➤ Responsibility

- Be punctual.
- Ensure that you attend all pre-event/activity briefings.
- Carefully consider the time commitment for the activity/event before signing up as a volunteer.
- Inform the Volunteer Manager if you are unable to attend the activity/event at least three days prior to the event/activity.

## ➤ Conduct

- Refrain from using vulgarities.
- Do not make any racially / culturally / religiously offensive remarks.
- Refrain from making any personal attacks, insults or derogatory / inappropriate remarks against an individual or the organisation.
- Do not consume alcohol or smoke during your participation as a volunteer.
- Be mindful of your role as a representative of the organisation.
- Be firm but kind in dealing with the youth involved in the activity/event.
- Work together with the other volunteers as a team to promote team spirit and cooperation.

## ➤ Discipline

- Do not humiliate or demean the youth, especially in front of their peers and other people.
- Be firm and consistent in your enforcement of the rules. This indicates that the rules are to be taken seriously.
- Youths who are “loud” or “disruptive” to the activity/event often seek attention for a variety of reasons. Disciplining them can backfire. Try to delegate these youths to a specific task to help them channel the energy positively.

## ➤ Dress code

- Dress appropriately (smart casual) for all activities/events.
- Covered shoes are recommended, unless otherwise indicated by the volunteer manager.

# How can you be an engaged Activity Coordinator for youths?

- Be patient, warm, and creative with youths. They may tend to push boundaries, and/or make impulsive decisions. Instead of berating them, come up with creative ways to engage their strengths.
- Youths can be very quiet and unwilling to engage with you at first. Remain friendly, warm, and patient with them. They will approach when they are comfortable.
- Youths should be given opportunities to take on leadership roles, whenever possible. This is especially pertinent for this developmental age group as they are exploring their own identity and capabilities. Leadership opportunities can help them to recognise their various strengths. They are also full of ideas and these opportunities can empower them to put their ideas into action.
- Have an open mind and be ready for the unexpected. Things do not always go according to plan, especially with youths. Focus on the key takeaways that you would like the youths to learn.
- Be mindful when interacting with the youths. Many of our young clients go through highly stressful and painful personal situations including divorce, bullying, family violence etc. Pay attention to changes in behaviour and notify the Volunteer Manager and/or NuLife staff present should you notice that a youth is particularly withdrawn or quiet.
- Ensure that you notify the Volunteer Manager should a youth need to excuse himself/herself to go to the toilet and accompany them should you be directed to do so.
- Assist in setting up and taking down props and/or event related accessories as directed by the Volunteer Manager.
- Assist in distribution of food/resources as directed by the Volunteer Manager.
- Assist in event facilitation as directed by the Volunteer Manager.

