



involvedsouth london

Hello! My name is Emma; I'm the Youth Volunteering Development Manager for the Involved South London Team. The team of 7 Youth advisers work across 6 South London boroughs to help 16-25 year olds find volunteering opportunities that suit them. They also work with organisations to create opportunities for volunteering that are appropriate for young people.

My work is managing the remotely spread team so a day in the life of one of the Youth Volunteer Advisers (YVA) might be more fun to read! See below to get a feel for what we get up to...

Day in the life of a YVA

8.45am Meet with yr 12 head at Carshalton Boys School to do presentation on volunteering to the group. Show the DVD the Youth Action Team made, go through my PowerPoint presentation with them, hand out leaflets and answer questions.

10am Return to office, check emails, print off the application form a young person has sent me and email her some different opportunities. Encourage her to sign up for the v50 certificates on www.vinspired.com

Contact young people who have left telephone messages to arrange appointments with them for later on in the week.

Update the budgets for the team; write cheques for staff expenses and staff training.

12.00 lunch time ☺

12.30pm Contact young people who have left telephone messages and arrange interviews. Check emails and send out application forms to the young people who have contacted me from this morning's presentation.

2pm Interview young person, interested in working with children, at the Volunteer Centre. I have them a range of opportunities including Assistant Scout Leader, Play-scheme worker, and After-school club helper. Hopefully they will let me know which one they decide to do!

2.45pm Complete paperwork for young person interviewed, update database.

3.00pm Contact organisation which has advertised in the local paper for new volunteers, complete the registration of new opportunities information over the phone.

Put the new opportunity onto vbase so it is available internally for our interviewers and add the opportunity to the figures for the v report. Send copy of the opportunity to the organisation, so they can see what I've done. Inform colleague who looks after vbase and do-it that a new opportunity needs to be uploaded to www.do-it.org.

4.30pm check diary for the next day, file paperwork from today, tidy desk and go home.