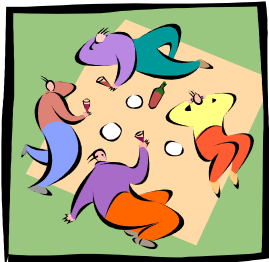


# Tilehurst Junior Youth Club



## Junior Helper Info Pack





# Friday nights!!

- ◆ Arrive: 6.45pm for Briefing
- ◆ Youth Club starts: 7.00pm
- ◆ Evening: Involve yourself in activities, make sure you're in the right place, at the right time, doing the right thing for the right amount of time!!!
- ◆ Packing Up: 9.15pm. Get a job and help to tidy away

# Responsibilities



- ◆ Coffee Bar
- ◆ Helping on the door
- ◆ Activities: Helping and running
- ◆ Involving members: Checking everyone is having fun
- ◆ Tidying up at end

# Coffee Bar

- ◆ Shifts usually last 30 mins.
- ◆ Try to be there on time!!
- ◆ Roll your sleeves up so they are above your elbows!
- ◆ Wash the cups up before you start in hot water!
- ◆ Please make sure you wash your hands before handling sweets.
- ◆ Make sure you keep the area where you are serving clean - wipe the surfaces
- ◆ Use the calculator if you are unsure when working out change
- ◆ Keep a supply of cups with water handy
- ◆ Try to make sure you serve people in the order they arrive, avoiding queue jumpers!
- ◆ Serve with a smile!!!



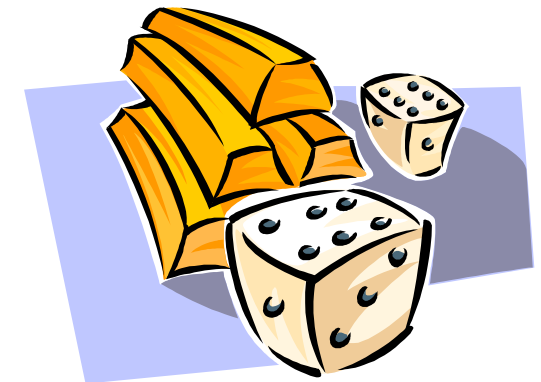
# Helping on the door



- ◆ One junior helper can help a member of staff on the door.
- ◆ Membership: £3 for 1<sup>st</sup> child, £2 for 2<sup>nd</sup> child in family.
- ◆ Tick off members, collect in money (£2)
- ◆ Non-members - add names to the end of the list, get a contact number, collect in money (£2.50)
- ◆ Create membership cards - assign a number, get parents to complete form, fill in details on sheet, make and laminate card.

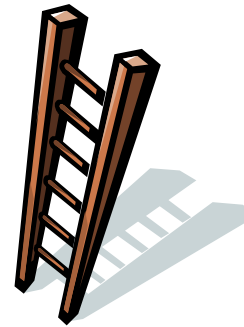
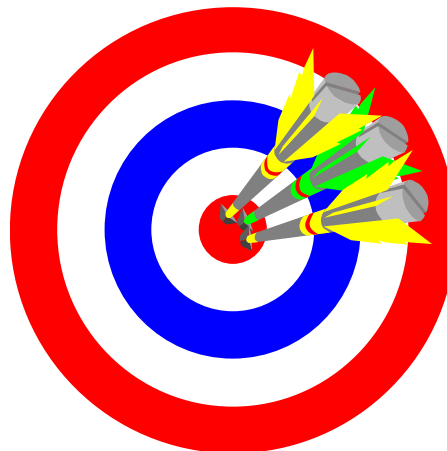
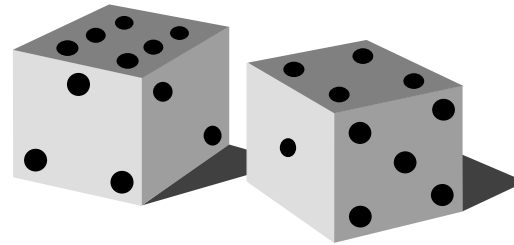
# Activities

- ◆ Activities will usually be discussed and assigned at the beginning of the evening
- ◆ Activities can include games in the hall, arts and crafts, hair and makeup, disco, karaoke, twister...
- ◆ Be flexible and prepared to help with whatever activity you are asked to do.
- ◆ Art activities can be messy. Everyone will be expected to take a turn!
- ◆ Make sure you stay and help with your activity
- ◆ Be aware of the needs and feelings of the children - try to ensure everyone is happy, safe and included



# Ideas for Games

- ◆ Dog and Bone
- ◆ Ladders
- ◆ Duck, Duck, Goose
- ◆ Skipping ropes
- ◆ What's the time, Mr Wolf!!
- ◆ Stuck in the Mud
- ◆ Head and Tail
- ◆ Blink murder
- ◆ Treasure Hunt
- ◆ Twister
- ◆ Hit and Out
- ◆ Parachute Games



# The Members



- ◆ It is important that all the members have a good time at youth club.
- ◆ We want to provide an environment in which they feel happy, welcome and a part of things.
- ◆ If you see someone looking a bit left out, try to get them involved.
- ◆ If you think there's a problem, or discover a situation, tell a member of staff.
- ◆ Try to deal with things fairly. Remember everyone has feelings, even if they seem really excitable!!
- ◆ Be a good role model.
- ◆ Have fun!!!

# Tidying Up!!!

- ◆ It is really important that everyone gets involved with tidying up at the end of the night.
- ◆ Tidying should start from about 9.15pm.
- ◆ Make sure you get a job!
- ◆ Tasks include: sweeping up; putting away chairs, playstation etc; packing up coffee bar; tidying up activities....
- ◆ Be prepared to stay until 9.45pm!



# General Information

- ◆ Be here on time.
- ◆ Your responsibility to phone us if you can't come - 0771-2455900!
- ◆ Be polite
- ◆ No physical contact with members or other Junior Leaders.
- ◆ Wear appropriate clothing. Not your best clothes! Roll your sleeves up when you are at youth club!
- ◆ Don't hang around in the toilets or kitchen.
- ◆ Get to know the members.
- ◆ Be a good role model!!!

