



## Volunteer Role Description

**Role Title:** Daycamp Recruitment & Selection Volunteer

**Location:** YMCA Fairthorne Manor, Curdridge, Southampton, SO30 2GH  
(training will take place at YMCA Bugle House, 53 Bugle Street, Southampton, SO14 2LF)

### About the YMCA

YMCA Fairthorne Group is a community charity that works with over 40,000 children, young people and families across Hampshire and the Isle of Wight each year. Our purpose is to ensure that everyone has the opportunity to lead a healthy happy life.

As a Daycamp Recruitment & Selection Volunteer you will play a key role within the Daycamp and HR teams (based at Fairthorne Manor and Bugle House respectively). The volunteer will work with us a few days a week during April 2019 and June 2019 (responsibilities may run into the beginning of July 2019) to provide support with the recruitment of our Daycamps team. This is the perfect role for someone who would like to gain HR experience or is thinking about a career in HR, it is also ideal for people who love working in a fun but focussed team in a supportive environment.

### Main Responsibilities

- Support the Daycamp Coordinator with day to day administration
- Request references for new Daycamp employees and chase those requests where possible/necessary
- Accurately in-put candidate personal data onto the personnel database (Select HR)
- In-put candidate data onto the payroll spreadsheet
- Produce contracts and other offer paperwork for all Daycamp employees
- Collate and ensure all Daycamp employees have completed the relevant paperwork (e.g. health declarations and engagement forms)

### Times and Duration

- We are flexible to suit your needs! But please be aware office hours are between 8am and 5pm
- We ask for a minimum commitment of 3 hours per week and 2 days a week (training will be 1 day a week at Bugle House)
- April 2019 to June 2019 (some hours may be required in July)

### **Skills and Experience Required**

- Computer literate with sound knowledge of Excel (experience using Vlookup and Mail Merge would be ideal but not essential)
- A genuine enthusiasm for the work of YMCA Fairthorne Group
- Ability and willingness to relate positively to face to face, in email, and on the phone
- Ability to use initiative and work unsupervised
- Willingness to learn new skills and undergo training
- Own transport is advantageous due to location

### **Volunteer Benefits**

- Build your CV
- Gain skills and experience
- Meet new people
- Travel expenses paid

If this sounds like the role for you, then please send your application form to:

[volunteering@ymca-fg.org](mailto:volunteering@ymca-fg.org)