

# Camp YHA 2017

## Camp Logistics Volunteer

Behind every camp is a well organised Logistics Volunteer ensuring the administration runs smoothly and in accordance with YHA's policies and procedures.

### Volunteer as a Camp Logistics Volunteer and we will offer you

- Valuable skills and experience for your future career
- A reference and certificate
- Free YHA membership
- Free food and accommodation whilst you volunteer
- Bespoke training
- Travel expenses of up to £120

### As a Camp Logistics Volunteer you will

- Ensure all camp paperwork is complete and filed correctly
- Ensure the safe storage of personal data in accordance with YHA's Data Protection Policy at all times
- Coordinate the volunteer rota including organising cover due to illness etc.
- Drive campers to doctors, hospital etc. where necessary (you will be accompanied by a Team Leader)
- Maintain the medication log and accident report book
- Record volunteer hours
- Collate volunteer feedback and assist the Camp Manager with volunteer references
- Provide information to the Volunteering Team

### To apply for this role it is essential that you

- Have proven experience of working in administration
- Are IT literate and can maintain efficient and accurate office systems
- Have great attention to detail and organisational skills
- Are comfortable being around young people
- Can work independently and as part of a team
- Have a full driving licence as you will be driving the Camp car

### It is also helpful if you

- Enjoy working in a busy, high-energy environment
- Have good communication, leadership and team working skills
- Are reliable, responsible and able to maintain professional conduct at all times

This role is available at YHA's Edale and National Forest (Derbyshire), Coalbrookdale (Shropshire), St Briavels Castle (Gloucestershire) and South Downs (East Sussex)

The time commitment for this role is at least one week, preferably two, plus the weekend training course.

### Requirements

- Be able to attend a training course at YHA Manchester on 23 - 25 June
- Enhanced DBS check
- 2 satisfactory references
- You must be aged 18 or over on 23 July 2017



<https://jobs.yha.org.uk/volunteer>

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