

Being a Travel Volunteer



THE ROLE

Travel volunteers play an essential role in ensuring young people can get to and from their trip.

We are a national charity that takes young people from across the whole of the UK on sailing and outdoor adventures. Part of our commitment is organising travel from pick-up points local to them to their trip location, and home again at the end.

Travel can be by train, minibus, ferry or plane and the volunteers accompany, typically, a group of young people on their journey, ensuring they have all the kit they need (including medications) and are safe and comfortable. All travel is on public transport or by private hire (including the driver) - **you will never be asked to drive young people yourself.**

This role is ideal for anyone who wants to play a vital, active role in directly supporting young people on their trip, but who cannot give up four or five days to volunteer for a whole trip.

All volunteers who have direct contact with young people are required to have a DBS/PVG check and complete a safeguarding course.

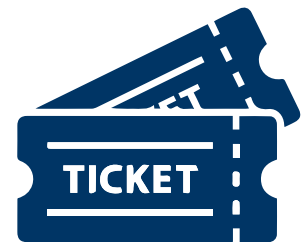
THE QUALITIES YOU NEED TO BE A GOOD TRAVEL VOLUNTEER

- Personable, warm, and reassuring - travel volunteers are typically the first Ellen MacArthur Cancer Trust team member a young person/parents meet in person - first impressions are everything at this point.
- Confident dealing with young people.
- Organised and good time keeping/management.
- Problem solvers and good at thinking on feet.

THE RESPONSIBILITIES & DUTIES OF A TRAVEL VOLUNTEER

Before the trip

- **Plan and book your travel to and from the pick up point.** In line with our expense policy, if we ask you to go significantly out of your way we will pay for this travel.
- **Plan and book your journey home from the trip location on the trip start date, and your journey to the trip location on the last day of the trip.** You can claim this back as an expense.
- **Make sure you have yours and the young peoples tickets and/or travel information from the pick up point to the trip location.** This is booked and paid for by the Ellen MacArthur Cancer Trust, and sent to you 2 or 3 days before the trip start date.



Some of our travel starts early in the morning, so you may need a hotel the night before - we will cover the costs of this - it's a great opportunity to explore a new location before your volunteering.

At the pick up point (on the first day of the trip)

- Greet and welcome the young people (and their parents/guardians).
- Check if the young people have lunch and any other kit needed for the journey/trip.
- Check young people have all of their required medications. They cannot begin the journey without it!
- Update the office team on young people arriving and/or any issues/delays.

On your journey

- Ensure young people are supervised, comfortable and safe.
- Assist young people with limited mobility or additional needs appropriately.
- Assist young people with their bags.
- Have fun and get the young people chatting and involved in games and icebreakers where possible.
- Ensure young people have eaten, are hydrated and have taken any medication required. You will receive information and guidance on this before your trip.
- Update the office team on the progress of your journey.

On arrival (at the trip location)

- Ensure the responsibility of young people and all property is handed to another member of the Ellen MacArthur Cancer Trust team before departing.
- Make your own way home (you can claim back the expense of this journey).

On departure (at the end of the trip)

- Make your own way to the trip location (You can claim back the expense of this journey).
- Accompany young people on the journey back to their pick up point. Hear all about their trip, play games and keep them safe and happy.
- Ensure any young person aged under 18 is picked up by a named parent/guardian (unless by prior agreement with the office team).
- Check everyone has all their belongings.
- Update the office team when everyone is collected/departed.
- Provide any feedback on the journey.



Want to get more involved in the trip?

Stay for our team building games before you head home, and come along early on the last day and listen to young people share their best bit, worst bit and funniest bit about their trip.