

# Key Responsibilities & Duties of a Travel Volunteer

## THE ROLE

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

Travel can be by train, minibus 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.

We will organise and pay for your travel from the pick-up point to the trip location and your return travel.

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

## RESPONSIBILITIES & DUTIES

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

- 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 their required medications.
- 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.
- Have fun and get the young people 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.



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## On arrival (at the trip location)

- Ensure the responsibility of young people and all property is handed to another member of the Trust team before departing.

## At drop off (at the end of the trip)

- Ensure any young person aged under 18 is picked up by a named parent/guardian (unless agreed with the Trust).
- Check everyone has all their belongings.
- Update the office team when everyone is collected/departed.
- Provide any feedback on the journey.

