

Job Description – Organiser Dornoch Youth Cafe

1. Ensure that the health, safety and well-being of all parties attending the Youth Café are cared for at all times
2. Purchase foodstuffs for tuck-shop.
3. Preparation of all games and equipment, and ensure that they are in good order.
4. Limit attendance to those in the average group of 12 to 14.
5. Supervise games, including darts and pool.
6. Supervise the use of websites and the internet.
7. Organise outings including the hire of transport.
8. Fund-raise for equipment and outings.
9. Manage volunteers and ensure that disclosure and other legal responsibilities are adhered to.
10. Ensure all money is lodged with DADCA Treasurer.