

<b>Children's Events Volunteer</b>	
<b>Department</b>	Libraries, Heritage and Archive Service
<b>Supervised by</b>	Library Manager
<b>Purpose</b>	To assist and help deliver activities for children and young people in Bexley's libraries. To run groups such as Lego clubs, arts groups, Chess clubs.
<b>Location/Time</b>	All libraries – primarily out of school hours and school holidays. Volunteers are required to be there about 15 minutes either side of the start and end time to assist with set up and tidying up following the session.
<b>Tasks</b>	<p>With guidance from library staff :</p> <ul style="list-style-type: none"> <li>• To assist in preparing activities in advance (e.g. cutting out shapes/templates)</li> <li>• To assist in preparing area on the day (e.g. setting out tables, chairs, craft equipment)</li> <li>• To help children with the activity</li> <li>• To engage and chat with parents/carers and children before/during/after session, directing specific book/library enquiries to staff.</li> <li>• To assist in clearing the space once the session ends.</li> <li>• To contribute to suggestions for future activities</li> </ul> <p>This is a physically active role in respect of setting up the space and moving library furniture.</p>
<b>Skills and experience</b>	<ul style="list-style-type: none"> <li>• Good verbal communication skills with young children and adults.</li> <li>• Warm, polite and friendly manner.</li> <li>• Commitment to equal opportunities and diversity.</li> <li>• Reliable and dependable.</li> <li>• Able to relate well to children and their families.</li> </ul>
<b>Offer to volunteer</b>	<ul style="list-style-type: none"> <li>• Experience volunteering in a library setting</li> <li>• Experience volunteering as part of a team</li> <li>• Gain confidence in dealing with members of the public especially children and young people.</li> <li>• Improve your customer care skills</li> <li>• Experience to show on your CV</li> <li>• Reference provided.</li> </ul>
<b>Training</b>	No experience is required and appropriate training will be given.