

<b>Digilab Volunteer</b>	
<b>Department</b>	Libraries, Heritage and Archive Service
<b>Supervised by</b>	Library Manager or Community, Learning and Outreach Coordinator, depending on role.
<b>Purpose</b>	To assist with a variety of digital and/or technology-based events and activities in libraries
<b>Location/Time</b>	All Bexley libraries Monday – Sunday, minimum commitment of 1 hour per-week for 12 weeks, during weekend opening hours and after 4pm on weekdays.
<b>Tasks</b>	<ul style="list-style-type: none"> <li>• Assist library staff and other volunteers in running various events and activities. These include: <ul style="list-style-type: none"> <li>○ Digital Makers Club</li> <li>○ Digifests</li> <li>○ Code Clubs (assisting a designated Code Club volunteer)</li> <li>○ STEM Clubs (assisting staff in running CREST award clubs)</li> </ul> </li> <li>• Engage with group members and encourage them in their learning</li> </ul>
<b>Skills and experience</b>	<ul style="list-style-type: none"> <li>• An interest in science and technology is desirable, such as: <ul style="list-style-type: none"> <li>○ Robotics</li> <li>○ Coding</li> <li>○ 3D Printing</li> <li>○ STEM subjects (Science, Technology, Engineering, Mathematics)</li> </ul> </li> <li>• Polite, friendly and helpful manner</li> <li>• Reliable and dependable</li> <li>• Commitment to equal opportunities and diversity.</li> <li>• Good communication skills</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 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>	Appropriate training will be given.