

<b>Teenage Reading Group volunteer</b>	
<b>Department</b>	Libraries, Arts and Archive Services
<b>Reports to</b>	Library Manager
<b>Purpose</b>	To run Teenage Reading Group sessions, encouraging teens to share the pleasure of reading.
<b>Location/Time</b>	All Libraries. This is a fixed time activity. The volunteer is required to be there for about 15 minutes either side of the start and end time to assist with set up and tidying up following the session.
<b>Duties</b>	With guidance from library staff, volunteers will run Reading Group meetings: <ul style="list-style-type: none"> <li>• Prepare the area and help serve refreshments</li> <li>• Meet and greet group members</li> <li>• Lead and manage group discussions</li> <li>• Discuss future book choices</li> <li>• Chat about book news and promote Bex-L and library events</li> <li>• Encourage group members to share their views on books and reading</li> <li>• Encourage group members to recommend books to each other</li> <li>• Provide feedback of the discussion to librarians</li> </ul>
<b>Skills and experience</b>	<ul style="list-style-type: none"> <li>• Enthusiastic about reading and comfortable chatting about books</li> <li>• A warm, polite and friendly manner</li> <li>• Good communication skills</li> <li>• Reliable and dependable</li> <li>• Organised and able to keep accurate records</li> <li>• Committed to equal opportunities and diversity</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</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