

<b>Toddler/Storytime Volunteer</b>	
<b>Department</b>	Libraries, Heritage and Archive Service
<b>Supervised by</b>	Library Manager
<b>Purpose</b>	<ul style="list-style-type: none"> <li>• To assist and help deliver Bexley Library Service's Toddler/Storytimes &amp; Storytimes in libraries.</li> <li>• To encourage young children and adults to participate in the sessions and discover the pleasure of sharing books and rhymes.</li> </ul>
<b>Location/Time</b>	All Bexley libraries: Monday – Sunday, daytime. See website for details of current sessions.
<b>Tasks</b>	<p>With guidance from library staff the volunteer will:</p> <ul style="list-style-type: none"> <li>• Assist in preparing the space and equipment (chairs, toys, instruments).</li> <li>• Meeting and greeting parents/carers and children .</li> <li>• Join in the session and encourage adults and children to participate.</li> <li>• Engage and chat with parents/carers and children before and after sessions, directing specific book /library queries to staff.</li> <li>• Assist in clearing the space once the session ends.</li> <li>• Assist with additional events in libraries aimed at this audience.</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>• Enthusiastic about reading and comfortable chatting about books.</li> <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.</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.