

## Activity (Adults) Volunteer

<b>Department</b>	Libraries, Heritage and Archives
<b>Supervised by</b>	Library Manager
<b>Purpose</b>	To organise and run activity groups that meet in the libraries. Examples of current groups include sewing/knitting groups, games and chess clubs, reading groups, coffee mornings and family ancestry groups.
<b>Location/Time</b>	Groups meet on a regular basis; this could be weekly or monthly. The Activity Group volunteer should be able to attend these meetings and be able to commit time beforehand to help with set up and preparing resources.
<b>Tasks</b>	With guidance from library staff to: <ul style="list-style-type: none"> <li>- Lead and manage the activity group</li> <li>- Assist in preparing the practical arrangements for the group including preparing any equipment needed or setting up the space</li> <li>- Welcome new group members and engage and chat with attendees before/during/after session, directing specific book/library enquiries to staff</li> <li>- Help clear the area safely at the end of the session</li> <li>- Help staff to promote the activities of the group</li> <li>- Provide feedback to library staff</li> </ul>
<b>Skills and experience</b>	<ul style="list-style-type: none"> <li>- Good communication skills</li> <li>- Polite, friendly and helpful manner</li> <li>- Good organisational skills</li> <li>- Commitment to equal opportunities and diversity</li> <li>- Reliable and dependable</li> <li>- Well-presented and able to positively represent the library service</li> </ul>
<b>Offer to volunteer</b>	<ul style="list-style-type: none"> <li>- Experience volunteering in a library setting and 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>	Volunteers will receive an induction to the library and appropriate training will be given. Volunteers in this role will need to be able to carry out tasks independently but with guidance from staff.