

## Bexley Local Studies and Archive Centre Volunteer

<b>Department</b>	Libraries, Heritage and Archives
<b>Supervised by</b>	Archive Centre Manager
<b>Purpose</b>	To assist Local Studies and Archive Centre staff in providing greater access to the collections
<b>Location/Time</b>	Bexley Local Studies & Archive Centre - Central Library, Bexleyheath, Mon-Sat
<b>Tasks</b>	<p>With guidance from centre staff the volunteer may:</p> <ul style="list-style-type: none"> <li>- List collections</li> <li>- Sort material e.g. photographs, documents, postcards, press clippings</li> <li>- Label archives</li> <li>- Scan images on to computer</li> <li>- Undertake some historical research</li> </ul>
<b>Skills and experience</b>	<ul style="list-style-type: none"> <li>- Interest in family and/or local history</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 and archive setting and 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>	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.