

Children's Activity Volunteer	
Department	Libraries, Heritage and Archives
Supervised by	Library Manager
Purpose	To organise and run activity groups that meet in the libraries. Examples of current groups include; toddlertime, storytime, games and chess clubs, craft and colouring clubs, 1-1 reading sessions, teenage reading groups and Lego clubs.
Location/Time	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.
Tasks	<p>With guidance from library staff:</p> <ul style="list-style-type: none"> - Assist in preparing activities in advance (e.g. cutting out shapes/templates) - Assist in preparing the practical arrangements for the group including preparing any equipment needed or setting up the space - Help children with the activity - Engage and chat with parents/carers and children before/during/after session, directing specific book/library enquiries to staff - Help clear the area safely at the end of the session - Help staff to promote the activities of the group - Provide feedback to library staff
Skills and experience	<ul style="list-style-type: none"> - Able to relate well to children and their families - Good verbal communication skills with young children and adults - Polite, friendly and helpful manner - Good organisational skills - Commitment to equal opportunities and diversity - Reliable and dependable - Well-presented and able to positively represent the library service
Offer to volunteer	<ul style="list-style-type: none"> - Experience volunteering in a library setting and as part of a team - Gain confidence in dealing with members of the public especially children and young people - Improve your customer care skills - Experience to show on your CV - Reference provided
Training	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.