

Coding Club Volunteer

Department	Libraries, Heritage and Archives
Supervised by	Library Manager
Purpose	To run a library Coding Club
Location/Time	All Bexley libraries Monday – Sunday, minimum commitment of 1 hour per-week for 12 weeks, during weekend opening hours and after 4pm on weekdays
Tasks	<p>With guidance from library staff:</p> <ul style="list-style-type: none"> – Guide a small group of 9-13 year-olds learning to code. – Familiarise yourself with the set curriculum for the Bexley Coding Clubs, which has been prepared from free browser-based resources. – Prepare course materials for each session, as required – Engage with group members and encourage them in their learning – Help staff to promote the activities of the group – Provide feedback to library staff
Skills and experience	<ul style="list-style-type: none"> – Good communication skills – 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 – Some coding experience is desirable
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 – 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.