

Digilab Volunteer	
Department	Libraries, Heritage and Archives
Supervised by	Library Manager or Community, Learning and Outreach Co-ordinator depending on role
Purpose	To assist with a variety of digital and/or technology-based events and activities in libraries. These include: Digital Makers Club, Digifests and STEM Clubs
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"> - Assist library staff and other volunteers in running various events and activities. - Engage with group members and encourage them in their learning - 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 - An interest in science, maths, technology and engineering 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 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.