

‘Reading Friends’ Volunteer	
Department	Libraries, Heritage and Archives
Supervised by	Reading Friends Project Co-ordinator
Purpose	Reading Friends volunteers meet with Reading Friends participants in a group setting to use reading (in any format) as a way of sparking conversations
Location/Time	A Bexley library – exact venue to be confirmed. This is a fixed time activity - Volunteers are required to be at the library for about 15 minutes either side of the start and end time, to assist with set up and tidying away following the session
Tasks	<p>Reading Friends brings people together to read, share stories, meet new friends and have fun. Reading – whether books, magazines, newspapers or anything else – is used to start everyone chatting.</p> <p>You don’t have to be an expert in literature to take part – you just need a love of reading and a desire to help people in the community feel more connected.</p> <p>Tasks will include:</p> <ul style="list-style-type: none"> – Leading group reading activities and facilitating conversation using reading materials as a basis for discussion – Identifying and selecting suitable materials (books, newspapers, handling objects etc.) from the library’s resources which focus on the groups interests – Preparing other resources as necessary (chairs, tea, coffee etc.) in advance of each session – Ensuring everyone is able to contribute to the session and feels welcomed and involved – Leading on various themed activities (e.g. memory boxes, etc.) – Helping to tidy up following sessions – Contributing to the evaluation of the project as required – Feeding back any issues or concerns to the Project Co-ordinator

<p>Skills and experience</p>	<ul style="list-style-type: none"> - A friendly and approachable manner - Good communication and listening skills with the ability to build rapport through conversation - A patient and sensitive approach with the ability to empathise with people - Reliable and dependable - A love of reading and the desire to share this with others - The confidence to read to others - An understanding of the need for confidentiality - Organised and able to keep accurate records - Committed to equal opportunities and diversity - Initiative and the ability to work without close supervision
<p>Offer to volunteer</p>	<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
<p>Training</p>	<p>Volunteers will receive an induction to the library and appropriate training will be given.</p> <p>Volunteers will also need to undertake an online Reading Friends induction, comprised of 4 modules, which will take around 90 minutes to complete.</p>