

Children's Activities Volunteer

Library Service

Purpose of the role:

To support library activities, (such as Lego, Duplo or Board Games Clubs, craft activities, STEM activities) which provide children and their families with fun opportunities to learn new skills and be creative.

Main tasks and activities may include:

- Set up the library ready for the craft or activity session, (move chairs, tables etc.);
- Help plan the sessions and develop ideas (e.g. link crafts to the theme of the Summer Reading Challenge);
- Prepare any materials needed for the activity;
- Create a welcoming environment for children and their parents/carers;
- Show children what they need to do and help them, if necessary, throughout the session;
- Help tidy up at the end of the session and return materials, chairs, tables etc. to their usual place.

Volunteers will have these qualities, skills and experiences:

- You do not need to have any previous experience of volunteering or working in a library. For this role you will need:
- An interest in libraries and desire to be an advocate for the service;
- To be comfortable talking to children and helping them to learn;
- Good communication skills;
- To be organised and motivated;
- To be able to relate to children and their parents/carers in a welcoming and friendly manner;
- To be able to work as part of a team but also use your initiative;
- To be reliable.

Types of training and resources available to support volunteers:

- An Induction which explains how the library service operates and outlines all the policies and procedures that you will need to know;
- A tour of the library at which you will be volunteering;
- Introductions to members of staff and other volunteers, alongside whom you will be volunteering;
- Autism Friendly Libraries training;
- Out of pocket expenses can be paid;
- Accreditation may also be available.

How often does the volunteer activity tend to take place?

Activities may be weekly, fortnightly or monthly, depending on the needs of the library. Most sessions will take place after school or on weekends. Extra activities may take place in school holidays.

Where does the voluntary activity take place?

Activities take place at a number of North Somerset Libraries. Please see the Vacancies page of our website for more information: <http://www.n-somerset.gov.uk/nsc-library-volunteering> or call using the details below.

Name and contact details of the volunteer co-ordinator:

Name: The Library Volunteering Team

Email: library.volunteers@n-somerset.gov.uk

Phone: 01275 888 864

Other important information:

- If you are concerned that volunteering may affect any benefits you receive, please ask and we will do our best to assist you.
- All library volunteering roles involve dealing with the public and are customer focused.
- Volunteers are complementary to paid workers and volunteers should not be used to replace staff.
- There are some physical aspects to this role e.g. moving chairs.

Help is also available for people who require Council information in different formats and languages other than English. Please contact the Library Volunteering Team via

email library.volunteers@n-somerset.gov.uk or phone 01275 888 864, for more information.

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