

Library Events Assistant - Adults (Northolt Leisure Centre)

Ealing Libraries

Description :

Help library staff prepare and run activities and events, such as local history talks and talks by authors, to include:

- Meeting and greeting visitors
- Assisting any visitors with special needs
- Handing out materials and distributing publicity materials
- Preparing refreshments and distributing them
- Assisting with setting up audiovisual equipments
- Assisting with sales and publications at events
- Arranging furniture, setting out chairs and tables (if you can)
- Giving out feedback and monitoring forms
- Helping to clear up after the event

Organisation Description :

Libraries contribute to raising achievement of children, young people and adults, promote community cohesion and civic pride; and the overall quality of life and general well-being of local communities. The library and local history service offers universal services to all ages. Library services are delivered through 14 fixed sites including a library at Ealing Hospital and a housebound and mobile library service.

When Required :

Mon-Fri Day Mon-Fri Eve Sat Day
Commitment: Part Time

Areas of Interest :

Art and Culture, Education and Literacy

Types of Activity :

Advice, Information and Support, Community Work, General and Helping, Local Events

Skills and Qualifications :

- Ability to communicate well with adults
- Good interpersonal skills
- Ability to move and arrange furniture and prepare area desirable, though not essential
- Flexible and adaptable outlook

Additional/Specific Suitabilities :

Olympics inspired, 18-25 year olds

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| Age/Gender Restrictions: | 18+ |
| Disabled Access: | Full disabled access |
| Equal Opportunities Policy: | Yes |
| Expenses: | Yes |
| Induction: | Yes |
| Insurance Cover: | Yes |
| References will be required : | Yes |
| Support on offer: | Yes |
| Training: | Briefing session prior to each event. If you help move furniture you'll need to attend a manual handling course |

Directions :

Bus - 90, 120, 140, 282, 398 - all stop outside Northolt Tube Station. From Station, turn left. Library & Leisure Centre approx 2 minutes walk on left hand side.

Tube - Northolt Station (Central Line) Exit from Station, turn left. Library & Leisure Centre approx 2 minutes walk on left hand side.

Train - none

Recruitment Method :

Informal Discussion, Other, References, Trial Period

Contact Information :

Contact:

Steve Payton
Eastcote Lane North
Northolt
UB5 4AB
Tel: 020 8825 7019
Email: paytons@ealing.gov.uk
Web: www.ealing.gov.uk/libraries

Alternatively contact:

Ealing Volunteer Centre
Freepost RRHJ-SACZ-HTGG
Ealing Community & Voluntary Service
Lido Centre, 63 Mattock Lane
West Ealing, London
W13 9LA
Tel: 0800 652 3183
Email: do-it@ealingcvs.org.uk
Web: www.ealingcvs.org.uk

Details valid from Wed Apr 2010 to Sat Jun 2012