

# Library Events Assistant - Storytelling/Children's Activities (Jubilee Gardens)

## Ealing Libraries

### Description :

Help staff prepare and run children's activities and events to include:

- Run a storytelling or rhyme time session
- Choose and prepare for sessions and familiarise yourself with the stories or rhymes
- Help with Summer Reading Scheme
- Photocopy colouring sheets, quiz sheets and similar materials
- Help with clearing up after events or activity
- Take tickets from parents and carers at number-limited events

### 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 :

Tue PM Wed AM/PM Thurs PM Fri AM/PM Tue, Wed, Thurs Eve Sat Day  
Commitment: Part Time

### Areas of Interest :

Children, Education and Literacy

### Types of Activity :

Community Work, Local Events, Teaching, Training and Coaching

### Skills and Qualifications :

- Ability to communicate well with children and young people
- Ability to arrange furniture and prepare area desirable
- Flexible and adaptable outlook
- Interest in craftwork

### Additional/Specific Suitabilities :

Olympics inspired, 18-25 year olds

### Age/Gender Restrictions:

18+

<b>Disabled Access:</b>	Yes
<b>Equal Opportunities Policy:</b>	Yes
<b>Expenses:</b>	Yes
<b>Induction:</b>	Yes
<b>Insurance Cover:</b>	Yes
<b>References will be required :</b>	Yes
<b>Support on offer:</b>	Yes
<b>Training:</b>	Volunteers will shadow staff member and sit in on similar events and activities. If you help move furniture you'll need to undertake a manual handling course. In house storytelling training - by qualified staff and in house action rhyme training - by qualified staff.

### Directions :

Bus - 95, 105 both buses stop at Cornwall Avenue, from there turn right into Jubilee Gardens to the Library.

Tube - none

Train - none

### Recruitment Method :

Informal Discussion, Other, References, Trial Period

### Contact Information :

Contact:

**Tracy Tunstall**  
**Jubilee Gardens Health Centre**  
**Jubilee Gardens**  
**Southall**  
**UB1 2TJ**  
**Tel: 020 3313 7900**  
**Email: ttunstall@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