

<b>Children's Reading Group Volunteer</b>	
<b>Department</b>	Libraries, Heritage and Archive Service
<b>Supervised by</b>	Library Manager
<b>Purpose</b>	To assist at Children's Reading Group sessions (Chatterbooks), encouraging children (7-11 years) to share the pleasure of reading and participate in craft activities.
<b>Location/Time</b>	All libraries – see website for details of existing groups. The volunteer is required to be there 15 minutes either side of the start and end time to assist with set up and tidying up following the session.
<b>Tasks</b>	<p>With guidance from library staff, the volunteer will assist with the preparation and delivery of Chatterbooks sessions.</p> <ul style="list-style-type: none"> <li>• To assist in preparing craft activities in advance</li> <li>• To assist in preparing Chatterbooks area on the day (e.g setting out tables, chairs, craft equipment)</li> <li>• To help children with the activity.</li> <li>• To join in the session</li> <li>• To engage and chat with children and parents/carers before/during/after session, directing specific book/library enquiries to staff.</li> <li>• To assist in clearing the space once the session ends.</li> <li>• To contribute to suggestions for future sessions.</li> </ul> <p>This is a physically active role in respect of setting up the space and moving library furniture.</p>
<b>Skills and experience</b>	<ul style="list-style-type: none"> <li>• Enthusiastic about reading</li> <li>• Good verbal communication skills with children</li> <li>• Warm, polite and friendly manner</li> <li>• Commitment to equal opportunities and diversity</li> <li>• Reliable and dependable</li> <li>• Able to relate well to children and their families</li> </ul>
<b>Offer to volunteer</b>	<ul style="list-style-type: none"> <li>• Experience volunteering in a library setting</li> <li>• Experience volunteering as part of a team</li> <li>• Gain confidence in dealing with members of the public especially children</li> <li>• Improve your customer care skills</li> <li>• Help improve your skills to get back into work</li> <li>• Receive a reference after an agreed period of volunteering</li> </ul>
<b>Training</b>	No experience is required and appropriate training will be given.