

<b>Adult Reading Group volunteer</b>	
<b>Department</b>	Libraries, Arts and Archive Services
<b>Reports to</b>	Library Manager
<b>Purpose</b>	To assist and/or run adult Reading Group sessions, encouraging adults to share the pleasure of reading.
<b>Location/Time</b>	Designated libraries – see over for details. This is a fixed time activity. The volunteer is required to be there for about 15 minutes either side of the start and end time to assist with set up and tidying up following the session.
<b>Duties</b>	<p><b>Role 1: Assisting with a Reading Group</b></p> <p>With guidance from library staff, the volunteer will assist with the preparation and delivery of Reading Group meetings:</p> <ul style="list-style-type: none"> <li>• Put out chairs and books</li> <li>• Prepare and serve refreshments</li> <li>• Meet and greet group members</li> <li>• Join in session (chatting about books and building good relationships with group)</li> <li>• Engage with group members after the session, directing specific book enquiries to staff</li> <li>• Clear the area (put away chairs and wash up)</li> </ul> <p><b>Role 2: Running a Reading Group</b></p> <p>With guidance from librarians, volunteers will run additional Reading Group meetings:</p> <ul style="list-style-type: none"> <li>• Lead and manage group discussions</li> <li>• Organise future book choices</li> <li>• Chat about book news and promote Bex-L and library events</li> <li>• Encourage group members to share their views on books and reading</li> <li>• Encourage group members to recommend books to each other</li> <li>• Provide a short summary of the discussion to librarians for Bex-L</li> </ul>
<b>Skills and experience</b>	<ul style="list-style-type: none"> <li>• Enthusiastic about reading and comfortable chatting about books</li> <li>• A warm, polite and friendly manner</li> <li>• Good communication skills</li> <li>• Reliable and dependable</li> <li>• Organised and able to keep accurate records</li> <li>• Committed to equal opportunities and diversity</li> </ul> <p>Role 1 is a fairly active role.</p>
<b>Training</b>	Appropriate training will be given

<b>Reading Group dates and times (monthly)</b>		
Bexley Village Library (Monday group)	Third Monday	3.00 – 4.00pm
Bexley Village Library (Friday group)	First Friday	11.30am – 12.30pm
Blackfen Library	First Friday	11.30am – 12.30pm
Bostall Library	Second Thursday	2.30 – 3.30pm
Central Library	Last Thursday	6.45 – 7.45pm
Crayford Library	Wednesday	10.00-11.30am
Erith Library	Second Wednesday	11.00am- 12.00noon
North Heath Library	Third or fourth Tuesday	5.30 – 6.30pm
Sidcup Library	First Wednesday	6.45 – 7.45pm
Slade Green Library	Last Thursday	3.00 – 4.00pm
Thamesmead Library		
Upper Belvedere Library		
Welling Library	Second Tuesday	6.30 – 7.30pm