

<b>“Stitch and Sew” Volunteer</b>	
<b>Department</b>	Libraries, Heritage and Archive Service
<b>Supervised by</b>	Library Manager
<b>Purpose</b>	To organise “Stitch and Sew” needlework/knitting/handicraft sessions for adults in libraries.
<b>Location/Time</b>	Currently Erith Library only. Time tbc
<b>Tasks</b>	<p>With guidance from library staff, to</p> <ul style="list-style-type: none"> <li>• Lead and manage “Stitch &amp; Sew” sessions</li> <li>• Assist staff to promote sessions (e.g. posters, press releases, contacting participants)</li> <li>• Prepare the “Stitch &amp; Sew” area e.g. tables, chairs</li> <li>• Assist participants with needlework/handicraft activities.</li> <li>• Provide feedback to library staff</li> <li>• Clear the area safely at the end of the session</li> </ul> <p>Participants must provide their own equipment and supplies.</p>
<b>Skills and experience</b>	<ul style="list-style-type: none"> <li>• Knowledge and/or interest in needlework and/or handicrafts</li> <li>• Warm, polite and friendly manner</li> <li>• Reliable and dependable</li> <li>• Commitment to equal opportunities and diversity</li> <li>• Ability to communicate effectively with group members</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</li> <li>• Improve your customer care skills</li> <li>• Help improve your skills to get back to work</li> <li>• Receive a reference after an agreed period of volunteering</li> </ul>
<b>Training</b>	Appropriate training will be given