

Volunteer Role Description

Spanish Language Workshop Group Organiser

1. The role

Purpose of Role	To establish, help support and deliver a Spanish language workshop at Donald Hope library.
Duties	<ul style="list-style-type: none"> • Produce publicity / marketing for the Spanish language workshop. • Engage a diverse section of the community. • To organise the workshop and the activities to take place • Increase membership of the workshop. • To gather information on stock gaps or suggested book requests that may be useful for the workshop. • Engaging members in conversation, providing social stimulation and contact with the rest of the community, particularly those that may be socially isolated. • Recognise the needs of workshop members and feed back information, suggestions and requests to library staff. • Any other associated tasks that may arise from time to time to be agreed.
Skills & Experience required / desired	<ul style="list-style-type: none"> • The ability to communicate effectively, verbally and in writing, with library staff, other volunteers and members of the public. • A basic understanding of how the Library Service operates, either in general terms or in the candidate's personal experience. • Excellent organisational skills with the ability to work without close supervision. • Reliable, confident and responsible individual, with enthusiasm and effective interpersonal skills. • The ability to cope with the duties and responsibilities of the post and the associated environment, including an understanding of health & safety. • Interest in books /media /communications /current affairs. • Experience of organising other activities or people- desired
Training available	A one-morning induction and introduction to the library and Library and Heritage Services. The London Borough of Merton has a wide range of corporate learning opportunities including access to IT training. As a volunteer for Library and Heritage Services, volunteers will have full access to these learning opportunities provided that they are relevant to the duties they are expected to undertake.

2. Time Commitment

Times when activity is available Saturdays bi-monthly from 10.30am-12.00pm

Commitment Bi-monthly for 1.5 hours max.

3. Location

Location Donald Hope library

Role supervisor Library Manager