

## Children's Holiday Activities Volunteer Assistant

### Description

Do you love working with children and young people? Do you want to create magical and transformative experiences for our young customers? We are looking for inspirational individuals to help young people with our holiday activities. All our libraries run a number of fun and exciting activities for children in the school holidays. These activities include story time, face painting, board and Wii games, craft and recycling events.

Your task will be to assist the staff in creating amazing experiences for our younger customers and help them to fully enjoy and participate in these activities. You will also make sure that children having their face painted feel beautiful/handsome and that those participating in a craft event get a sense of accomplishment when finishing their project.

You are the go-to person who can do smaller tasks, while seeing the bigger picture. You will support your branch library with a variety of duties outlined below. Are you ready to join in a bold opportunity to help us take your local library to an entirely new dynamic level?

### Who you are

- You enjoy working with children and young people.
- You engage well with others and are passionate about libraries.
- You are responsible and dependable, taking pride in your work.
- Warm and friendly with our customers, assisting them with your skills, knowledge and approachable personality.
- You are a good listener, able and willing to follow directions.
- You are literate and have a genuine enjoyment for reading, crafts and children's activities.
- You are self-sufficient and can work independently, but feel confident to ask questions should the need arise.
- You inspire fun in the people around you.
- You are able to engage in a positive way with the children regarding their opinions concerning the activity they are engaged in.
- You love your library, wanting to expand and enhance the activities that happen there as well as being an informal advocate of the library within your community.
- You have a good command of spoken English and possibly other community languages.
- You're excited about the opportunity of growing and learning in a fast changing environment.
- You are a lifelong learner and are eager to learn new skills and embrace transformative experiences
- You are at least 16 years old. There is no upper age limit for volunteering.

### A position you will love!

#### As a Children's Holiday Activity Volunteer Assistant, you will:

- Set up a creative learning space in the library where the activity will take place and clear up afterwards.
- Prepare and organise the materials needed for the activity.
- Welcome children and parents as they arrive, and distribute tickets if appropriate.
- Help children with specific tasks such as cutting and sticking or engaging with them in the games.

- Carry out face painting if appropriate and you possess the right experience or training.
- Engage in conversations with the children and answer any questions that they might have.

### **Do you have what it takes?**

- Able to read and write in English.
- Have a few hours a month to spare.
- Are an energetic person with loads of enthusiasm.
- Full of creative ideas.

### **We are guided by these shared values:**

Community Improvement

Pride in Service

Optimistic attitude – We believe that anything is possible!

### **Why you should volunteer with Redbridge Libraries?**

- You'll have a fabulous time!
- You will increase your confidence dealing with public, and children in particular, in a professional setting.
- You will learn skills around customer care, confidentiality and health and safety.
- You will gain valuable experience for your CV and a reference if you volunteer for more than 35 hours.
- Personal satisfaction of helping a young person realise their potential.

### **Anything else you should know?**

- You will need to have a satisfactory Criminal Records Bureau check carried out. This is something we will arrange for you.
- You will need to provide the contact details of two referees who are over 18, know you well but are not a member of your family.

### **Where and when you would be volunteering**

- You will volunteer at a Redbridge Library running children events/activities and offering this volunteering opportunity. Please ask staff for details about the programme in your chosen branch.
- These activities take place in the school's half term and the summer holiday. If you are a parent you will need to consider child care arrangements.
- Specific hours will be agreed with the relevant library. You will be required to arrive at least 30 mins before a session starts, to help set up and stay behind for 30 minutes to help clear up.
- All volunteers are placed initially on a one-month trial basis. Volunteers and activities are reviewed every six months.