

Dorset Libraries

Volunteer Role Description – Community



Upton Library 3hrs pw.

Activity Title	Activity co-ordinator
Purpose	<ul style="list-style-type: none"> ▪ To provide activity sessions in the library as identified by the library manager. Any of the following may be required: ▪ Early years sessions for babies, toddlers and their parent/carer, encouraging parents/carers to communicate with their babies/toddlers in a fun and entertaining way. ▪ Group activities for older children, (Chatterbooks, Code-Club etc.) introducing the resources of the library to a younger generation. ▪ Group activities for adults, (reminiscence, books and chat, knit and natter), focusing on wellbeing and community. ▪ Supporting activities from partners and other organisations taking place in the library. i.e. Storytime with Fire & Rescue, Councillor Surgery etc.
Duties	<ul style="list-style-type: none"> ▪ To prepare the library for the session. i.e. putting out chairs, rhyme time mat and toy,s, reminiscence resources. ▪ Meeting and greeting customers, parents/carers and their children. ▪ Plan and lead sessions developing good relationships with the group. ▪ Encourage people to linger in the library engaging with them and help them to select books if required. ▪ Clear the area once the session ends.
Skills & Experience	<ul style="list-style-type: none"> ▪ Warm and friendly person ▪ Able to relate to all ages and abilities. ▪ Comfortable reading aloud in public or singing to children. (Some musical skills would be an advantage.) ▪ Ability to read and engage toddlers in stories ▪ Able to work as part of a team and on own initiative ▪ Willing to undertake training as required.
Training	<ul style="list-style-type: none"> ▪ Dorset Library Service will be responsible for welcoming the volunteer into the library, providing an induction and orientation around the library, health and safety awareness and training for specific tasks.
Supervisor	<ul style="list-style-type: none"> ▪ The library manager is the main contact person for the volunteer.
Review date	<ul style="list-style-type: none"> ▪ All volunteer placements are subject to a review which usually takes place after 3/4 sessions, depending on the frequency. This is to ensure the volunteer and activities are properly matched.
Additional Information	For additional information please speak to the library manager.