

Community Managed Libraries

Supporting your local Library through Volunteering



A guide to some of the volunteer roles that may be required to support a Community Library

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About library volunteering

Libraries play an important role in contributing to the wellbeing and prosperity of both individuals and local communities. These include:

- The promotion of books, reading and learning
- Encouraging access to the digital services
- Developing community and civic values

Libraries offer information, education, entertainment, fulfilment, stimulation and practical help to all sections of the community. This may include;

- Books for children, young adults, adults and books in different languages
- DVD hire
- Internet access
- General and local information
- Regular events and programmes of activities for all ages
- Employability support through Job Clubs and information on volunteering
- IT support to improve digital fluency
- Health and wellbeing information and events
- Local history and activities that provide a sense of place

Why Volunteer?

Volunteers are vitally important to the success of Community Managed Libraries, helping to deliver core services and adding value to the range of other services available. Volunteers support and enhance community libraries, bringing many benefits to both library users and the wider community. In 2016-17, more than 900 people volunteered in libraries across the county, contributing more than 38,000 hours of their time and helping to position libraries at the heart of their communities.

Volunteering can also have huge benefits for the volunteers themselves, helping to increase confidence, develop new skills and provide a sense of giving something back.

There are many library roles that volunteers can get involved in and whenever possible, an individual's skills and experience should try to be closely matched to one of the volunteering opportunities available.

Recruitment

Volunteering opportunities can be advertised in a variety of ways, including through promotion in the library, on social media and online via websites such as the Get Involved Hub at www.northamptonshire.gov.uk/getinvolvedhub and Do It at <https://do-it.org/>

Each Community Library is likely to have its own recruitment process, although support with developing this may be available. As a guide, all prospective volunteers should be asked to complete an application form, supply details of referees and attend an informal interview. Volunteering roles which involve dealing directly with young people and vulnerable adults may require Disclosure and Barring Service (DBS) checks to be undertaken.

About library volunteering

Volunteer roles

There are many different volunteering opportunities that could be offered in Community Managed Libraries and in this information pack, we have broken down some of the possible opportunities into a number of generic headings;

- **Volunteer Co-ordinator**—processing volunteer applications, managing the volunteer timetable, organising inductions and training or addressing any issues that volunteers may have.
- **Customer Support** — meeting and greeting customers, issuing and returning books through the Library Management System and dealing with related customer enquiries, or providing a 'Library to You' service for those people unable to attend the library in person.
- **Library Business Support** — helping with stock management and display, managing retail stock in a library shop or cashing-up and banking of daily takings
- **Children and Families (over 5's)** — running or assisting with craft events or co-ordinating activities during the school holidays
- **Children and Families (Under 5's)** — leading or supporting activities for young children and their parents or carers, such as Rhymetime or Play and Learn sessions
- **Community Support** — running community activities such as Intergenerational Projects and Language Cafes or setting up and co-ordinating Knit and Knatter Groups or Scrabble Clubs
- **Creative Arts** — running craft activities for people of all ages or creating eye catching displays and promotional material in the library
- **Digital Support** — acting as an IT Buddy, helping people to improve their digital fluency, or supporting people in the completion of online applications or form-filling
- **Events and Fundraising** — supporting events in the library, helping to raise funds and generate new income streams or acting as nominated keyholder for events and activities taking place outside of normal opening hours
- **Heritage and Culture** — managing the local studies collection in libraries or supporting and assisting customers with ancestry or local history research
- **Literacy Support** — helping people of all ages through one to one reading support or reading groups
- **Outdoor Activities** — tidying and maintaining outside spaces around the library building or undertaking gardening where there is a requirement
- **Summer Reading Challenge** — co-ordinating the annual Reading Agency event, recruiting young volunteers to help delivery, monitoring and recording participation.
- **Youth Support** — Leading or supporting activities for young adults

More detailed role descriptions for each of these generic volunteering opportunities are outlined in this document.

Please note—Other volunteer roles can also be developed to suit the needs of individual libraries.

About library volunteering

Volunteers should be supported by;

- Having a named contact/mentor with whom they can discuss their volunteering
- Having a thorough induction
- Being introduced to the rest of library team
- Receiving regular updates and information
- Making reasonable adjustment for volunteers with additional needs
- Providing training that is specific to their volunteering roles

Training and Induction

All volunteers will need to take part in a structured induction programme, which should include some general training on issues such as health and safety, safeguarding and data protection. There may also be a need for some role specific training, such as the use of the Library Management System and stock management tools. Support with some of this training may be provided by the library service.

Supervision and Support

All volunteers should have a named contact/mentor to provide regular support and supervision. It would be beneficial if all volunteers were provided with a volunteer handbook as part of their induction, to support them through their volunteer journey. Support can be provided in producing this.

Health and Safety

All libraries will have a duty of care to volunteers to minimise Health and Safety risks to themselves and others. Appropriate training should be offered as part of any induction process.

Confidentiality

Volunteers should be required to adhere to agreed policies around confidentiality. Specific information on data protection and confidentiality should be provided as part of a volunteers induction programme.

Expenses

Volunteers may be entitled to travel expenses when the use of a car is essential to volunteering roles, such as for 'Library to You' service volunteers. Policy on such expenses will need to be agreed locally, but guidance can be provided if required.

Equal Opportunities

It would be advisable for a library to have an equal opportunities policy to ensure that volunteering opportunities are available to people from different backgrounds.

Insurance

All volunteers will need to be covered by the Community Managed Library's own Public Liability Insurance.

Volunteering Policy

Volunteering policies should be reviewed on a regular basis.

What are the benefits of volunteering?

Volunteering is recognised as an activity that can enhance the wellbeing and lifestyle of those taking part. Amongst the many benefits are;

- Developing skills and learning something new
- Providing workplace experience which could lead to paid employment in the future or support your studies
- Using existing skills to inspire others
- Meeting new people and developing friendships
- Supporting the local community and giving something back
- Improving self belief and building confidence
- Having fun and keeping active
- Having a positive impact on physical and mental wellbeing
- Contributing towards personal attainments, such as University modules or Duke of Edinburgh awards
- Becoming an active member of the local community
- Being a member of a varied and friendly team
- Developing language skills

Volunteer Management Volunteers

Purpose of the role

The management of volunteers is a key requirement for Community Managed Libraries and the Volunteer Co-ordinator role is vital to the smooth running of the library - whether advertising volunteering opportunities, processing volunteer applications or organising the library volunteer timetable, the continuity of the library is reliant on support in fulfilling this function.

Current opportunities —There is currently one volunteering opportunity in Volunteer Management—Volunteer Co-ordinator (A full description for this role is available from the Library Service)

What tasks may be involved in these roles?

- Promoting and advertising volunteering opportunities in the library
- Processing volunteer applications
- Undertaking informal interviews and brokering suitable volunteer roles
- Following up references and undertaking DBS checks
- Undertaking volunteer inductions
- Managing the volunteer schedule to ensure the necessary cover is available

What qualities would be useful in these roles?

- Friendly welcoming and approachable
- Experience of working with volunteers
- Good communication skills
- Good organisational and planning skills
- Some basic marketing skills

What would the benefits be for me?

- Helping to ensure the continued functioning of the library
- Supporting your local community
- Helping to further develop your planning and organisational skills
- Meeting new people and being part of the library team

DBS Checks — Please note that some volunteering roles involving working directly with young adults and vulnerable adults may be subject to Disclosure and Barring (DBS) checks.

Dates and times — Volunteering opportunities can be are flexible during opening hours.

Library Business Support Volunteers

Purpose of the role

Excellent customer service is key to the success of all libraries and relies on the support of a host of volunteers, both at the front of house and behind the scenes. Business Support Volunteers have the opportunity to help their local library with the management, allocation, distribution and presentation of books and retail stock.

Current opportunities —There are a number of Library Business Support opportunities available in libraries including, Retail Volunteer and Stock Volunteer, (A full description for each of these roles is available from the Library Service)

What tasks may be involved in these roles?

Tasks are dependent on the type of role, but may include;

- Allocating, distributing and pricing of new retail stock
- Helping with library book stock, returning borrowed items to the shelves
- Ensuring that stock displays are fresh and attractive
- Receiving and processing donated book stock
- Assisting with sale of discarded book stock

What qualities would be useful in these roles?

- Have good organisational skills with an eye for detail
- Have good literacy and numeracy skills
- Have reasonable levels of fitness and the ability to undertake moderate lifting
- Enjoy meeting and engaging with people
- Be able to work without regular supervision

What would the benefits be for me?

- Gaining experience in administration and business support
- Gaining experience in the use of Library Management Systems
- Developing organisational skills
- Undertaking relevant training
- Meeting new people and being part of the library team

DBS Checks — Please note that some volunteering roles involving working directly with young adults and vulnerable adults may be subject to Disclosure and Barring (DBS) checks.

Dates and times — Volunteering opportunity times can be flexible during opening hours.

Children and Families (over 5's) Volunteers

Purpose of the role

Young people love libraries and volunteers can assist with a wide range of one-off and regular sessions for groups of children aged 5 years and upwards, including craft activities and games events. Volunteers can either lead a session or help to support other volunteers in delivering sessions.

Current opportunities—There are a number of Children and Families (Over 5's) opportunities in libraries including, Children's Activity Leader/Helper and Homework Club Plus Leader/Helper, (A full description for each of these roles is available from the library service)

What tasks may be involved in these roles?

Tasks are dependent on the type of role, but may include;

- Planning and organising new activities alongside other volunteers
- Setting out appropriate materials before the event
- Booking the children into the event and introducing the activity
- Helping with the activity as required, at times without supervision
- Clearing away at the end of each session

What qualities would be useful in these roles?

- Be flexible, reliable and able to help on a regular basis and at busy times
- Be confident when talking to a group of children
- Be willing to assist children with activities and have some knowledge of the activity themes
- Be aware of health and safety issues when working with children and craft materials

What would the benefits be for me?

- Supporting the development of children
- Using skills and experience to inspire young people
- Gaining experience of running activities for and with children
- Developing organisational, planning and communication skills
- Improving confidence
- Meeting new people and being part of the Library team

DBS Checks — Please note that some volunteering roles involving working directly with young people and vulnerable adults may be subject to Disclosure and Barring (DBS) checks.

Dates and times — Volunteering opportunity times can be flexible during opening/working hours.

Children and Families (Under 5's) Volunteers

Purpose of the role

Libraries have historically delivered a range of activities for under 5's and volunteers can support these in a variety of ways—Leading song and rhyme sessions for families and their children under 5, and leading or assisting with creative and engaging activities that can be continued at home.

Current opportunities—There are a number of Under 5's volunteering opportunities available in libraries including Activity Leader/Helper and Rhymetime Leader (A full description for each of these roles is available from the library service)

What tasks may be involved in these roles?

Tasks are dependent on the type of role, but may include;

- Welcoming parents/carers and children to activity
- Leading singing and rhyme sessions for children and parents/carers
- Demonstrating to parents/carers how rhymes and activities can be used at home
- Planning and reviewing sessions for families with children under 5's
- Promoting the learning outcomes associated with the activities offered
- Signposting to appropriate support and advice
- Setting up, cleaning, checking and clearing away play activities

What qualities would be useful in these roles?

- Be welcoming, approachable, open-minded and have a sense of humour
- Have an understanding of the needs of young children and their families
- Be confident, with good communication and listening skills
- Be able to plan and review activity sessions
- Be willing to develop personal learning
- Have an understanding of the need for confidentiality

What would the benefits be for me?

- Gaining experience of working with children and families
- Using skills and experience to inspire and support others
- Developing communication and organisational skills
- Improving confidence
- Undertaking relevant training
- Meeting new people and being part of the Library team

DBS Checks — Please note that some volunteering roles involving working directly with young people and vulnerable adults may be subject to Disclosure and Barring (DBS) checks.

Dates and times — Volunteering opportunity times can be flexible during opening/working hours.

Community Support Volunteers

Purpose of the role

Supporting the local community can be a fulfilling and rewarding volunteering role and by helping to establish or lead a project, activity or workshops, you can make a vital difference to people's lives. Sessions can range from regular activities such as Knit and Natter Groups and Language Cafés to Intergenerational Groups where younger people can engage and support older members of our communities in a variety of activities.

Current opportunities — There are a number of Community Support roles available including Intergenerational Project Volunteer and Language Cafe Facilitator (A full description of each of these roles is available from the library service)

What tasks may be involved in these roles?

Tasks are dependent on the type of role, but may include;

- Organising activities or workshops
- Planning engaging activities to encourage both younger and older participants to interact
- Setting up and clearing away after activities are held in the Library
- Promoting the activity in the library and the local community

What qualities would be useful in these roles?

- Have experience of working within the community
- Have a skill or skills that you can share with others, however simple (for example, conversation, craft, or technical skills)
- Have good organisational and communication skills
- Be able to run activity sessions on a regular basis

What would the benefits be for me?

- Developing a project or activity group to support the local community
- Using and developing organisational and planning skills
- Supporting older and younger members of the community in lifelong learning
- Developing leadership skills
- Meeting new people and being part of the Library team

DBS Checks — Please note that some volunteering roles involving working directly with young people and vulnerable adults may be subject to Disclosure and Barring (DBS) checks.

Dates and times — Flexible times, but able to make a regular commitment.

Creative Arts Volunteers

Purpose of the role

For creative individuals who have an eye for design, why not use and develop those skills by leading or assisting with a regular craft group such as knitting, card making and painting, or by helping to create eye catching visual displays to promote library activities and themes.

Current opportunities—Craft Group Leader/Helper or Display Volunteer (A full description for each of these roles is available from the library service)

What tasks may be involved in these roles?

Tasks are dependent on the type of role, but may include;

- Planning and developing new activities or themes
- Welcoming participants and support them with the task
- Promoting events and activities both in the local community and on social media
- Setting up and clearing away after the event

What qualities would be useful in these roles?

- Have creative flair
- Have a knowledge of craft techniques and an enthusiasm for crafts in general
- Have good communication skills
- Be able to develop a good rapport and support others
- Be able to work alone without supervision
- Be responsible and reliable
- Be available for regular sessions at times agreed locally

What would the benefits be for me?

- Demonstrating artistic and creative skills
- Helping other people to develop their creative skills
- Developing organisational, planning and communication skills
- Developing leadership skills and supporting lifelong learning
- Meeting new people in a creative setting
- Being a part of the Library team

DBS Checks — Please note that some volunteering roles involving working directly with young people and vulnerable adults may be subject to Disclosure and Barring (DBS) checks.

Dates and times — Flexible times, but able to make a regular commitment.

Customer Support Volunteers

Purpose of the role

Good customer service is very important in libraries and volunteers can make a real difference to customers' experience – making them feel welcome in the library, signposting them to information and services, helping them to use library equipment and resources, delivering books to those unable to visit the library or simply helping with refreshments at regular coffee mornings.

Current opportunities—There are a range of Customer Support opportunities available in libraries including Greeter, 'Library to you' Volunteer and Coffee Morning Volunteer. (A full description for each of these roles is available from the library service)

What tasks may be involved in these roles?

Tasks are dependent on the type of role, but may include;

- Meeting and greeting visitors to the library
- Explaining the layout of the library and signposting to services
- Assisting with the use of self-service machines or accessing the library online catalogue
- Supporting and assisting customers using public computers
- Visiting customers in their own homes, delivering and collecting books

What qualities would be useful in these roles?

- Be outgoing, welcoming and approachable
- Have good communication and listening skills
- Have an interest in libraries, books and reading
- Enjoy meeting and helping people

What would the benefits be for me?

- Developing your customer service and communication skills
- Undertaking relevant training
- Giving something back to your local community by supporting others
- Meeting new people and being a part of the Library team

DBS Checks — Please note that some volunteering roles involving working directly with young people and vulnerable adults may be subject to Disclosure and Barring (DBS) checks.

Dates and times — Volunteering opportunity times can be flexible during opening hours.

Digital Support Volunteers

Purpose of the role

Helping people to become digitally fluent is an important role for libraries and volunteers who are willing to share their IT skills to support customers who struggle to use computers or the internet can play a vital role in that process. Whether wanting to keep in touch with family and friends by email, apply for a job or just discover the joys of online shopping, the first step can be daunting and a helping hand is so important in giving customers the confidence to try to improve their own IT skills

Current opportunities — IT Buddy (A full description for this role is available from the library service)

What tasks may be involved in these roles?

Tasks are dependent on the type of role, but may include;

- Helping customers to use the internet
- Supporting and assisting customers in making online job applications and writing CVs
- Assisting with online form filling as required
- Helping to develop the skills and self confidence of computer users, so that they can help themselves in the future

What qualities would be useful in these roles?

- Have competent computer skills
- Have patience to support people who are learning something new
- Have good communication and listening skills
- Be flexible, reliable and able to help on a regular basis
- Be able to understand the need for confidentiality
- Be able to work without supervision

What would the benefits be for me?

- Gaining experience of supporting others by helping them to get online
- Using and developing your communication skills
- Meeting new people and being part of the Library team

DBS Checks — Please note that some volunteering roles involving working directly with young people and vulnerable adults may be subject to Disclosure and Barring (DBS) checks.

Dates and times — Flexible times, but able to make a regular commitment.

Events and Fundraising Volunteers

Purpose of the role

Hosting events which help to generating income through fundraising and room hire is vitally important to libraries and there are a number of ways in which volunteers can help to achieve this - by acting as the primary contact and key holder for groups using the library out of hours, being the nominated key holder for a group that you are directly involved with, supporting library staff with one off-events or by organising your own fundraising events.

Current opportunities — Events Support Volunteer, Fundraising Volunteer and Nominated Key Holder Volunteer (A full description for each of these roles is available from the library service)

What tasks may be involved in these roles?

Tasks are dependent on the type of role, but may include;

- Being responsible for opening and securing library premises after an event
- Setting up or preparing space prior to sessions if required
- Planning and organising your own fundraising events
- Encouraging other volunteers to get involved with fundraising activities
- Welcoming attendees and guests
- Taking responsibility for the health and safety of yourself and the group throughout the event
- Protecting the integrity of the premises, ensuring that rules around access to non-public areas are adhered to
- Acting as key holder and being in attendance for the entire duration of the session

What qualities would be useful in these roles?

- Be over the age of 18
- Be able to commit to regular time slots (including mornings and evenings when libraries are closed)
- Have good communication skills and be able to convey Health and Safety regulations to attendees, ensuring that these are adhered to
- Be reliable and responsible at all times
- Have an awareness of events and activities in your local community

What would the benefits be for me?

- Supporting your local community
- Contributing to the wider library needs by utilising the premises outside of normal opening hours
- Meeting new people and being part of the Library team

DBS Checks — Please note that some volunteering roles involving working directly with young people and vulnerable adults may be subject to Disclosure and Barring (DBS) checks.

Dates and times — Flexible times, sometimes outside of normal opening hours and able to make a regular commitment.

Heritage And Culture Volunteers

Purpose of the role

Library local studies and family history records provide customers with the opportunities to delve into the past and find out about their ancestors or the history of where they live. Volunteers can support this service by helping customers to use library collections and online resources.

Current Opportunities — Local or Family History Buddy (A full description for this role is available from the library service)

What tasks may be involved in these roles?

Tasks are dependent on the type of role, but may include;

- Providing help and support for library customers by signposting them to resources that will assist them with their research
- Finding out about the resources held in libraries, enabling you to help, inspire, encourage and support others as they undertake their own research
- Working alongside other volunteers to offer a flexible and responsive service to library users
- Answering general local or family history enquiries and assisting customers as required

What qualities would be useful in these roles?

- Have a passion and enthusiasm for local or family history
- Have some knowledge of family or local history resources
- Have good communication and listening skills
- Have patience to support people who are learning something new
- Be flexible, reliable and able to work without supervision
- Have basic computer and internet searching skills

What would the benefits be for me?

- Spending time supporting others whilst doing something you enjoy
- Gaining experience of customer service and heritage related work
- Meeting new people with likeminded interests
- Being part of the Library team

DBS Checks — Please note that some volunteering roles involving working directly with young people and vulnerable adults may be subject to Disclosure and Barring (DBS) checks.

Dates and times — Flexible times, but able to make a regular commitment.

Literacy Support Volunteer

Purpose of the role

Reading groups provide a safe environment for building confidence amongst people who are just starting to choose and read books for pleasure and information. Volunteers can support individuals and groups and they develop their reading skills.

Current opportunities — Adult Literacy Reading Group Leader, Reading Champion for Children, Reading Group Leader (A full description of each role is available from the library service)

What tasks may be involved in these roles?

Tasks are dependent on the type of role, but may include;

- Selecting materials and activities to use for each session
- Helping group members to decide what to read. These could be online materials, magazines, newspapers, quick reads or graphic novels
- Promoting joining the library
- Where appropriate, offer additional help in areas like filling in online forms. Library computers may be useful for these exercises

What skills would be useful in these roles?

- Have an enjoyment of reading, sharing and talking about books
- Be able to empathise with those people who had difficulty in learning to read as children or young adults.
- Have a willingness to help adults or children to overcome difficulties with reading
- Have competent computer skills

What are the benefits for me?

- Supporting others to develop themselves
- Developing an understanding of Adult Literacy issues
- Providing inspiration for someone, helping them to gain confidence
- Meeting new people and being part of the Library team

DBS Checks — Please note that some volunteering roles involving working directly with young people and vulnerable adults may be subject to Disclosure and Barring (DBS) checks.

Dates and times — Flexible times, but able to make a regular commitment.

Outdoor Activities Volunteer

Purpose of the role

Gardens or courtyard spaces in libraries can be a real asset if kept in good order. Volunteers can assist with the maintenance of these outside spaces which can be used by the general public or in library activities.

Opportunities include — Gardening Volunteer— for libraries with gardens (A full description of this role is available from the library service)

What tasks may be involved in these roles?

Tasks are dependent on the type of role, but may include;

- Sweeping and maintaining outside areas
- Weeding, planting and keeping garden areas tidy
- Disposing of garden waste and rubbish

What skills would be useful in these roles?

- Be able to maintain outside areas to an agreed standard
- Be able to supply your own tools and equipment
- Have a keen interest in and a basic knowledge of gardening
- Be able to commit to regular time slots, especially when garden areas are in full growth
- Be responsible for your own health and safety, with a knowledge of basic safety issues

What are the benefits for me?

- Gaining experience of overseeing small outside projects
- Giving something back to the community by making outside spaces useable for the general public
- Meeting new people and being part of the Library team

DBS Checks — Please note that some volunteering roles involving working directly with young people and vulnerable adults may be subject to Disclosure and Barring (DBS) checks.

Dates and times — Flexible times, but able to make a regular commitment.

Summer Reading Challenge Volunteer

Purpose of the role

Every year, volunteers of all ages help libraries make the Summer Reading Challenge a huge success across the county. The Challenge engages thousands of children in reading over the long school holidays and volunteers make an essential contribution to the delivery of this event throughout the summer.

There are a number of opportunities available to support these events, including Summer Reading Challenge Assistant/Team Leader and Summer Reading Challenge Promoter. (A full description for each of these roles is available from the library service).

What tasks may be involved in these roles?

Tasks are dependent on the type of role, but may include;

- Helping to prepare information to promote the Summer Reading Challenge
- Promoting the Summer Reading Challenge to children in local school assemblies from the middle of June until the end of July (or when the school term ends)
- Creating eye catching adverts, posters and displays
- Using social media to promote the Summer Reading Challenge
- Joining children up to the Summer Reading Challenge
- Talking to children about the books they have read
- Handing out awards and certificates
- Keeping records of participant numbers

What qualities would be useful in these roles?

- Be welcoming and friendly
- Be able to talk with enthusiasm about the Summer Reading Challenge and inspire children to take part
- Be able to talk confidently to children and encourage them throughout the challenge
- Be able to undertake simple administration tasks
- Have basic computer and internet skills

What would the benefits be for me?

- Gaining and developing experience of promotion and marketing
- Developing communication skills and confidence
- Gaining useful experience of working with children and developing good communication skills, all of which can be included on a CV.
- Supporting the development of children's literacy
- Meeting new people and being part of the Library team

DBS Checks — Please note that some volunteering roles involving working directly with young people and vulnerable adults may be subject to Disclosure and Barring (DBS) checks.

Dates and times — Flexible, with a commitment to running sessions at regular times or one-off event.

Youth Support Volunteer

Purpose of the role

Volunteers can support small groups of young people (aged 12-18 years) with activities and projects (arts, music, gig club, customisation clubs, etc.). This role would suit someone who has a skill they can share with young people and the desire and ability to pass this knowledge on to young adults.

Opportunities include — Young Adult Activity Leader/Helper (A full description of this role is available from the library service)

What tasks may be involved in these roles?

Tasks are dependent on the type of role, but may include;

- Planning and delivering activities and sessions, passing on your expertise to the young people involved
- Selecting materials and activities to use for each session
- Ensuring that all members of the group have an equal opportunity to take part
- Clearing away at the end of each session
- Promoting joining the library
- Being alert to any safeguarding or health and safety issues

What skills would be useful in these roles?

- Have some relevant expertise or knowledge
- Be confident in developing a rapport and working with young people
- Be able to work alone or as part of a team
- Be flexible, reliable and able to help on a regular basis

What are the benefits for me?

- Gaining experience of a youth project
- Supporting the development of young people
- Using and developing organisation and planning skills
- Using and developing leadership skills
- Meeting new people and being a part of the Library team

DBS Checks — Please note that some volunteering roles involving working directly with young people and vulnerable adults may be subject to Disclosure and Barring (DBS) checks.

Dates and times — Flexible, with a commitment to running sessions at regular times or one-off event.

Community Managed Library
Volunteer Recruitment Pack (v3), November 2017
Northamptonshire Libraries and Information Service

Telephone: 0300 126 1000

Website: www.northamptonshire.gov.uk/getinvolved

Twitter: @Library_Plus