

Volunteer Role Description

<p>Bracknell Forest Council Library and Information Service offer a wide range of activities and events in addition to a comprehensive information service.</p> <p>We want to increase use of our libraries. We want to reach many different users. We want to ensure that libraries continue to be a strong part of their local communities.</p> <p>Therefore, we welcome offers of voluntary help for all our regular and occasional activities. We appreciate interest in volunteering from anyone in Bracknell Forest and we offer opportunities for everyone to get involved.</p>	
Volunteer Role Title:	Adults' Groups & Activities Helper
Purpose of role:	To assist groups of adults who meet in in libraries, supporting them to participate in a variety of interests, events and activities
Who is this role ideal for?	<ul style="list-style-type: none"> • If you're enthusiastic about helping people to use library resources more fully • If you want to increase your confidence in dealing with a wide range of people • If you have an interest in one of the many activities, interests, topics or groups
What will I be doing?	<ul style="list-style-type: none"> • Helping customers with enquiries about the library's groups and activities • Welcoming attendees, introducing new participants • Ensuring charges & donations are taken, where appropriate • Helping prepare areas/rooms/space and seating • Helping with refreshments if provided • Helping clear equipment and materials at the end of sessions • Helping publicise groups and activities in the wider local community • Typical groups and activities can include: Book Group; Reminiscence; Local History; Carers; Adult Arts or Crafts; Adult Puzzles or Games; Knitting, Sewing, Quilting or Crochet; Film or Photography; Yoga, Tai Chi, Meditation or physical activity; Foreign language conversation; Displays and talks from charities or other organisations <p><i>This is not a definitive list: if you have a skill that you would like to share with others, and it isn't anything that we currently run, do still get in touch.</i></p>
What skills, experience, interests and knowledge do I need?	<ul style="list-style-type: none"> • Reliability and the ability to make a regular commitment to the library • Interest in helping and understanding the needs of different customers • An interest in one or more of the typical groups or activities would be useful, although not required • Ability to help physically move resources and furniture would be beneficial
What could I gain from my volunteering?	<ul style="list-style-type: none"> • Improved knowledge & skills • Boost to your communication skills and confidence • Friends and social contact • Evidence for your CV • Reference for future employment

What times will I be needed?	Dependent of the library branch, groups and activities operate at different times. See bracknell-forest.gov.uk/libraries/library-directory for details, opening times and locations.
How long will I be needed in this role?	We would appreciate a commitment for at least twelve months
Where is this role based?	At one of Bracknell Forest's Libraries, to be agreed in discussion between you and the Library Supervisor.
Will I be expected to travel?	Not usually, but volunteers can ask for reimbursement of reasonable expenses for travel.
What training will I be given?	<ul style="list-style-type: none"> • Induction, safety, general information about libraries • Adult safeguarding awareness • Confidentiality awareness • Optional Library Management System training
What support will I be given?	<ul style="list-style-type: none"> • Regular contact with Library Supervisor and Volunteer Coordinator • Support from Library staff to understand and undertake role • Opportunity to meet with other volunteers
What do I need to do in order to volunteer?	<ul style="list-style-type: none"> • Provide us with your contact information including email • Attendance at an informal interview/meeting • Details of two references, who can be friends or colleagues • Satisfactory completion of an Enhanced Disclosure and Barring Scheme check
How do I find out more?	library.volunteering@bracknell-forest.gov.uk
How do I apply?	Express your interest online at bracknell-forest.gov.uk/libraries/volunteer-your-library If your interest fits with the needs of library customers and of the Library Service as outlined in this Role Description, we will ask you to complete an Application Form.
What happens after I apply?	After we receive your Application Form, you may be invited to meet with Library staff; this may take a few weeks to be arranged. If your volunteering application is successful, once we have your references and you provide us with the satisfactory DBS check, we will inform you of training and start dates/times for your role.