

## Volunteer Role Description

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| <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:  | <b>Children's Activities Helper</b>  |
| Purpose of role:   | <p>To assist Library staff and volunteers with a programme of activities for school-age children within the library.</p> <p>To join in a range of structured children's activities which will include craft sessions, colouring, board games, Lego construction, story-telling, quizzes and similar interests.</p>   |
| Who is this role ideal for?  | <ul style="list-style-type: none"> <li>• If you're enthusiastic about encouraging children's learning, play &amp; development</li> <li>• If you want to help children's (and parents') participation in libraries</li> <li>• If you're looking for experience volunteering to help with children's activities</li> <li>• Anyone is welcome to apply to volunteer: parents, carers, grandparents, people looking for a career working with children</li> </ul>  |
| What will I be doing?  | <ul style="list-style-type: none"> <li>• Helping prepare for regular toddler and young children's activities in advance of sessions, including preparing activities &amp; crafts, and setting-out equipment</li> <li>• Welcoming children (and parents) as they arrive</li> <li>• Joining-in with activities as appropriate and assisting children to further develop their own skills</li> <li>• Ensuring charges &amp; donations are taken, where appropriate</li> <li>• Helping with refreshments if provided</li> <li>• Helping clear equipment and materials at the end of sessions</li> <li>• In association with Library staff, encouraging the donation of materials to be used in these activities</li> </ul> |
| What skills, experience, interests and knowledge do I need?  | <ul style="list-style-type: none"> <li>• Reliability and the ability to make a regular commitment to the library</li> <li>• Enjoyment in assisting with children's activities and encouraging their participation</li> <li>• Clear communication skills</li> <li>• A patient and sympathetic attitude</li> <li>• Ability to manage physical activities with children</li> <li>• An interest in children's play and development</li> </ul>  |
| What could I gain from my volunteering?  | <ul style="list-style-type: none"> <li>• New skills, experience and knowledge of helping with children's learning, play and development</li> <li>• Boost to your communication skills and confidence</li> <li>• Friends and social contact</li> <li>• Evidence for your CV</li> <li>• Reference for future employment</li> </ul>   |

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| What times will I be needed?                | Each session can last up to 2 hours, although often less. There is preparation & clearing time before & after sessions.<br>Sessions may take place during term-time or school holidays; days and times vary by library location:<br>see <a href="http://bracknell-forest.gov.uk/libraries/library-directory">bracknell-forest.gov.uk/libraries/library-directory</a> |
| How long will I be needed in this role?     | We would appreciate a commitment for twelve months but are flexible in this.   |
| Where is this role based?                   | At one of Bracknell Forest's Libraries, to be agreed 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"> <li>• Induction, safety, safeguarding, general information about libraries</li> <li>• Confidentiality awareness</li> <li>• Opportunities to learn about child development</li> </ul>  |
| What support will I be given?               | <ul style="list-style-type: none"> <li>• Regular contact with Library Supervisor and Volunteer Coordinator</li> <li>• Support from Library staff to understand and undertake role</li> <li>• Opportunity to meet with other volunteers</li> </ul>  |
| What do I need to do in order to volunteer? | <ul style="list-style-type: none"> <li>• Provide us with your contact information including email</li> <li>• Attendance at an informal interview/meeting</li> <li>• Details of two references</li> <li>• Satisfactory completion of an Enhanced Disclosure and Barring Scheme check</li> </ul>   |
| How do I find out more?                     | <a href="mailto:library.volunteering@bracknell-forest.gov.uk">library.volunteering@bracknell-forest.gov.uk</a>   |
| How do I apply?                             | Express your interest online at <a href="http://bracknell-forest.gov.uk/libraries/volunteer-your-library">bracknell-forest.gov.uk/libraries/volunteer-your-library</a><br>If your interest fits with the needs of library customers and of the Library Service, 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 process may take a few weeks.<br>If your volunteering application is successful, once we have your references and a satisfactory DBS check, we will agree your training and session start dates/times for your role.   |