

## 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:	<b>Code Club volunteer</b>
Purpose of role:	<p>To assist children aged 7 to 13 to gain computer coding, problem-solving, planning, design and collaboration skills.</p> <p>This role is in collaboration with <a href="http://codeclub.org.uk">codeclub.org.uk</a></p>
Who is this role ideal for?	<ul style="list-style-type: none"> <li>• If you're enthusiastic about encouraging children's learning and problem-solving</li> <li>• If you're confident about using computers (although you don't need coding skills – training will be provided)</li> <li>• If you want to share your skills</li> </ul>
What will I be doing?	<ul style="list-style-type: none"> <li>• Volunteering alongside other volunteers to run a Code Club in a Bracknell Forest library</li> <li>• Assisting children with Code Club projects which include creating games, animations and websites</li> <li>• Volunteering one-to-one with children as well as with small groups</li> <li>• Helping children learn a wide range of skills, including creative thinking and analyses' skills</li> <li>• Helping children work together to solve problems</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 for the Code Club programme (12 weeks per programme)</li> <li>• Availability for approx. 1½ hours per week during that programme</li> <li>• Able to spend time preparing online for session, which can be done at any time and venue (including your home)</li> <li>• Confidence in use of computers. You don't have to be a "coding genius" as clubs start with simple programs like Scratch, but you need to be confident and willing to learn</li> <li>• Interest in and commitment to helping children learn, and in emphasising the benefits to children (and their parents) of understanding computer coding, etc.</li> </ul>
What could I gain from my volunteering?	<ul style="list-style-type: none"> <li>• Free training from Code Club: learn Scratch, HTML, CSS and Python programming languages</li> <li>• Improved knowledge &amp; skills of children's 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>

What times will I be needed?	Code Clubs at Bracknell Forest libraries currently run on Saturday mornings from 10:00 until 11:00. We are running at Bracknell central library, Great Hollands library and are trying to expand into other library branches. We would like to run more Code Clubs, as demand is high. So, other session times including Saturday afternoons, may be offered in the future, in consultation with volunteers and library staff.
How long will I be needed in this role?	We ask for your commitment for at least 12 weeks (one school term), while more is appreciated due to high demand.
Where is this role based?	Currently, Code Clubs run at Bracknell central & Great Hollands libraries. As stated, we would like to expand into other branches in Bracknell Forest due to high demand.
Will I be expected to travel?	No. If needed, 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>• Children's safeguarding awareness</li> <li>• Code Club training</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>• Online support from Code Club; some face-to-face meetings nationwide organised by Code Club</li> <li>• Support from Code Club Coordinators: <a href="https://www.codeclub.org.uk/team">https://www.codeclub.org.uk/team</a></li> <li>• Opportunity to meet with other Bracknell Library volunteers</li> </ul>
What do I need to do in order to volunteer?	<ul style="list-style-type: none"> <li>• Register your interest with Bracknell Forest library service at <a href="http://www.bracknell-forest.gov.uk/libraries/volunteer-your-library">www.bracknell-forest.gov.uk/libraries/volunteer-your-library</a>, then complete an Application Form</li> <li>• Simultaneously, register at <a href="https://www.codeclub.org.uk/register/volunteer">https://www.codeclub.org.uk/register/volunteer</a></li> <li>• Attend at a short informal interview/meeting</li> <li>• Give us details of two references</li> <li>• <i>Bracknell Forest Library Service will process the required Enhanced Disclosure &amp; Barring Scheme check for you free</i></li> <li>• Complete simple online Code Club training</li> </ul>
How do I find out more?	<a href="mailto:library.volunteering@bracknell-forest.gov.uk">library.volunteering@bracknell-forest.gov.uk</a> and via <a href="https://www.codeclub.org.uk/">https://www.codeclub.org.uk/</a>
How do I apply?	Express your interest online at <a href="https://www.bracknell-forest.gov.uk/libraries/volunteer-your-library">https://www.bracknell-forest.gov.uk/libraries/volunteer-your-library</a> 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 at Bracknell Central Library; this may take a few weeks. 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 session start dates/times for your role. You will also be contacted by Code Club once you have registered, and provided with their information.