

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.</p> <p>We appreciate interest in volunteering from anyone in Bracknell Forest and we offer opportunities for everyone to get involved.</p>	
Volunteer Role Title:	Toddlers' Activities Helper
Purpose of role:	<p>To assist Library staff and volunteers with toddlers and young children's sessions in the library; these may include Bounce & Rhyme, Storytime, or craft and other activity.</p> <ul style="list-style-type: none"> • These are enjoyable social and educational sessions that encourage interaction skills for toddler and young children through sharing rhymes, songs, stories or simple crafts • The sessions contribute to language and social development in toddlers/young children and increase parental confidence
Who is this role ideal for?	<ul style="list-style-type: none"> • If you're enthusiastic about encouraging toddlers and young children's development • If you're looking for experience volunteering to help young children's activities • Anyone is welcome to apply to volunteer: parents, carers, grandparents, people looking for a career working with young children
What will I be doing?	<ul style="list-style-type: none"> • Helping prepare for regular toddler and young children's activities in advance of sessions, including preparing activities & crafts, and setting-out equipment • Welcoming parents/carers as they arrive • Joining in singing of rhymes, songs and dance movement; joining story telling; helping with craft activities • Using Libraries' resources for songs, stories & crafts • Ensuring charges & donations are taken, where appropriate • Helping with refreshments if provided • Helping clear equipment at the end of sessions
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 • Clear communication skills • A patient and sympathetic attitude • Ability to join and share songs, stories and crafts • Ability to manage physical activities with young children • Enjoyment in helping with toddlers/young children and their parents/carers
What could I gain from my volunteering?	<ul style="list-style-type: none"> • New skills, experience and knowledge of toddlers/young children and parents/carers • 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?	Each session lasts approx. 30 minutes, plus planning, preparation and clearing times before and after sessions; days and times vary by library location and some run only during school term-time See bracknell-forest.gov.uk/libraries/library-directory
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"> • Induction, safety, safeguarding, general information about libraries • Confidentiality awareness • Opportunities to learn about child development
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 • 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, 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. 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.