

Summer Reading Challenge Volunteer

Purpose

Your main role will be to staff the Summer Reading Challenge desk/point and to assist with craft activities when required. You may also be asked to assist with administration of the challenge if the library is quiet.

What's involved?

- Ensuring all the Summer Reading Challenge (SRC) materials are out on SRC desk/point
- Staffing the SRC desk/point
- Welcoming families to the SRC
- Joining children to the SRC
- Listening to children talking about the books they have read at each of their 3 visits; recording progress; awarding the appropriate incentives; explaining the next step
- Facilitating children and parents with a prepared craft activity & tidying up afterwards
- Counting up a daily record of children registering for the Challenge
- Inputting data to the SRC database
- You will never be left on your own in the library – library staff will be continuing with library routines and are there to help as necessary

Skills and experience

We do not require volunteers to have special skills or experience, but this role would suit someone who has the following qualities:

- Being approachable; relating to children/ young readers with understanding and confidence
- Listening well and knowing when to make suggestions for children's reading
- Talking with children about their reading with respect and without judgement; treating them as individuals and as equals
- Good team player – able to work independently and as part of a team with attention to detail
- Being aware of children's safety and well-being in the library at all times.
- All applicants over 16 will be required to agree to an enhanced check with the DBS (Disclosure & Barring Service) – there is no cost to individuals

This is not a physically active role.

Personal Development Opportunities

- Enhance your communication skills
- Meet new people and engage with your local community
- Gain confidence working in a busy environment

Training and support

Managers will welcome the Volunteer into the library, provide an induction and orientation programme around the library, health and safety information and training for the specific task.

Time commitment

We ask volunteers to work for three hour sessions, usually 10.00am to 1.00pm or 1.00pm to 4.00pm, with a minimum of one session per week. If you have holiday planned then this can be built into the placement.

Location and supervision

Location- Summer Reading Challenge Volunteers are required at all sites from mid-July to early September.

Supervision- by the Library Manager, or senior member of staff on duty.

All volunteers are expected to commit to the following:

Safeguarding

Solihull Council is committed to keeping children, young people and vulnerable adults safe. The volunteer is responsible for promoting and safeguarding the welfare of the children, young people and vulnerable adults for whom she/he is responsible or comes into contact with.

Health and safety

Health and safety laws require all volunteers to help the Council maintain and improve health and safety standards. This means that the volunteer must take reasonable care of his/her own and others' health and safety and co-operate with any reasonable request to support the Council, managers, employees and other volunteers, in meeting their health and safety legal responsibilities. All duties and responsibilities must be carried out in line with the Council's Corporate Health and Safety Policy and any local safety procedures.

Equal opportunities

Solihull council is committed to Equal Opportunities and expects all staff and volunteers to recognise and value differences and to treat everyone with dignity and respect.

Core Behaviours

Excellence - With enthusiasm, you work to deliver a high quality service to meet customer, organisational and personal expectations. You adopt a 'can do' attitude in all of the work you deliver, ensuring it meets the needs of current and potential customers.

Simplicity - You actively seek ways to prevent over-complication or confusion, by adopting the most simplified approach to work. You communicate clearly and concisely, ensuring that the message is understood by all.

Trust and Respect - You are aware of your impact on others including confidentiality. You value openness and listen carefully to understand the views of others. You promote the values of diversity and actively work to minimise any harm caused to others in order to foster an environment of mutual trust and respect.

Working Together - You work with others to reach a common goal; sharing information, supporting colleagues and searching out expertise and solutions from relevant partners and/or the communities we serve.

Responsibility - You take ownership for your work and you use your initiative to deliver. You are accountable for your own performance and development and you take responsibility for your actions and decisions.