

Havering Library Service – Volunteer role

Title of role
Local Studies Volunteer
Purpose of role
Volunteers will help visitors with use of local and family history facilities in Local Studies and assist with local history research enquiries, ensuring they get a good service and want to come back again!.
Main activities / tasks
<p>What does the role involve?</p> <ul style="list-style-type: none"> • Greeting visitors and offering assistance and direction as required • Assisting visitors with straightforward local history enquiries • Signposting local history resources in the room • Assisting readers with the catalogue, using the microfilm reader and accessing online resources • Assisting with retrieving and re-shelving items for enquirers. • Assisting with projects to develop the collection and help with research for exhibitions and other content to promote the collection • Promoting our services and events to visitors as required • Encouraging and assisting attendees to fill out evaluation forms
Skills and Experience required / desired
<ul style="list-style-type: none"> • A strong interest in local history • Good communication and listening skills • Confident and happy to get involved with lots of different events and activities with people of all ages and backgrounds • Be flexible and able to help on a regular basis • Computer literate • Organised and able to work without supervision • Reliable and responsible
What's in it for me?

- Demonstrate or boost communication skills and confidence
- Training and experience which may help you to gain employment in the future
- Valuable experience to put on your CV
- Inspire others and put your skills to good use
- The opportunity to meet new people and work as a team
- Use or develop organisation and planning skills

Training

A comprehensive induction with on-going training and support will be provided. Support available will include the opportunity to shadow and observe colleagues in the role.

Availability / Commitment

This role can be carried out at a flexible time to suit you during library opening hours. We ask for a minimum commitment of 4 hours per month and we are open to negotiation.

Location

This opportunity is available in the Local Studies & Family History Centre in Romford Library.

Main point of contact/supervisor

Local History Librarian

Other information

If the volunteer is comfortable and happy to do so, there may be times when the volunteer is asked to cover other volunteering roles. This will be discussed with volunteers prior to the start date.