

Havering Library Service – Volunteer role

Title of role
Shelving Squad
Introduction / Purpose of role
<p>Help keep the Library Service running smoothly by ensuring that books are organised and shelved in the right places. Not only this, but you will have the opportunity to share your love of books with Library users by recommending books and answering any queries they may have. You will also be able to create book displays and generally ensure the Library looks an interesting and inviting place to be. You will also have the opportunity to contribute ideas to future book orders and book displays.</p>
Main activities/tasks
<ul style="list-style-type: none"> • Shelving tidying and arranging books • Putting together book displays • Assisting customers with any queries they may have • Keeping the Libraries tidy
Skills and Experience required / desired
<ul style="list-style-type: none"> • Interest in reading and enthusiasm for books • Good communication and listening skills • Organised • Creative • Be flexible and able to help on a regular basis • Ability to work without supervision • Reliable and responsible • Physically able to fulfil the role – shelving and carrying books etc.
Training provision
<p>A comprehensive induction with on-going training and support will be provided. Support available includes the opportunity to shadow and observe colleagues in the role.</p>
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 3 hours per week but are open to negotiation in exceptional circumstances.

Location

This opportunity is available across all Havering Libraries. However there are more opportunities at our larger libraries (Romford, Upminster, Rainham, Hornchurch and Harold Hill Library) than the smaller two Libraries.

Main point of contact/supervisor

Relevant Library Manager

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.

All volunteers are required to undergo a Disclosure & Barring Service check, formerly CRB check (which the Council would arrange), and to provide references.