

Havering Library Service – Volunteer role

Title of role
Homework Buddy
Purpose of role
<p>Volunteers will help both primary and secondary school children with their homework. The volunteer will be requested to assist children in using the wide range of research tools available in the library and encouraging them to search the library shelves for books that might be relevant to their interests and needs. Volunteers can either lead a session or help to support staff and other volunteers.</p>
Main activities/tasks
<ul style="list-style-type: none"> • Welcome young people and children as they arrive making sure that they feel at ease • Monitor the numbers attending sessions • Support children and young people in finding the resources and information they need in the library and on the internet • Guide the children and young people in the completion of their homework • After the group has completed their homework they may have the chance to work on various projects and games. As a volunteer, you will have the opportunity to design these activities to aid skills development if you wish to • Communication with parents or carers • Set up and clear away after the session
Skills and Experience required / desired
<ul style="list-style-type: none"> • Good literacy skills • Able to communicate well with children and react in a positive manner to their opinions concerning homework. • An interest in helping children to achieve and learn new skills • To be able to work independently

<ul style="list-style-type: none"> • Confidence when using technology (<i>Although IT training can be provided for those lacking confidence in this area</i>) • Reliable and responsible • Patience to support people who are learning something new • Flexible and able to help on a regular basis • Ability to work without supervision
What's in it for me?
<ul style="list-style-type: none"> • 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 • Support the development of children
Training
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.
Availability / Commitment
Volunteers are asked to commit to a minimum of 3 hours per week during term time but we are open to negotiation in exceptional circumstances. If possible, volunteers should be available to commit to specific session times – these will be out of school hours.
Location
This opportunity is available across all Havering Libraries.
Main point of contact/supervisor
Relevant Library Manager
Other information
<p>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.</p> <p>All volunteers are required to undergo a Disclosure & Barring Service check, formerly CRB check (which the Council would arrange), and to provide references.</p>

