

Havering Library Service – Volunteer role

Title of role
Reading buddy
Purpose of role
Volunteers will help children and adults with their reading. When assisting with reading, the volunteer will be required to listen to a child or adult read, talk about the books the child or adult has read and suggest other books/ reading materials.
Main activities/tasks
<ul style="list-style-type: none"> • Welcome children and/or adults as they arrive making sure that they feel at ease • Listening to the child or adult read and assisting as appropriate • Talk to children or adult about the books they have read and suggest other books/reading materials • Set up and clear away after the session • Communication with parents or carers
Skills and Experience required / desired
<ul style="list-style-type: none"> • Good literacy skills and have a genuine enjoyment of reading. • An interest in helping people to achieve and learn new skills • To be able to work independently • Good communication and listening skills • 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 and/or adults

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 1.5 hours per week during term times but are open to negotiation in exceptional circumstances. If possible, volunteers should be available to commit to specific session times – for children 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

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.