

Role Description

Post Title: Summer Reading Challenge Volunteer

Department: Customer Solutions
Directorate: Resources
Location: Cumberland Libraries
Date: July and August 2024

1. Purpose of the Post

- 1.1 To help run and promote “Marvellous Makers” (Summer Reading Challenge theme for 2024).

2. Principal Accountabilities

- 2.1 To work with library staff, children, and parents within a library setting.
- 2.2 Carry out duties in a friendly, polite, and welcoming manner.
- 2.3 Assist and encourage children with the Summer Reading Challenge.
- 2.4 Promote Marvellous Makers within the library and library social media content throughout the summer.

3. Key Tasks

- 3.1 To encourage children to join and complete the challenge.
- 3.2 To help decorate the library to promote Marvellous Makers.
- 3.3 Promote and demonstrate the Summer Reading Challenge website.
- 3.4 Assist library staff in manning the Summer Reading Challenge desk.
- 3.5 Talk to children in the library about what they have read and help them to find what they want / new authors.
- 3.6 Give out the free stickers and special gifts to registered children as they progress through the challenge.
- 3.7 Accurately record information on registration cards as children progress through the challenge.
- 3.8 To help library staff promote and run activities for children during the summer either online or in person.
- 3.9 To neatly write out names or print certificates as children complete the challenge.

Person Specification Criteria**Skills and abilities**

Essential:

- Good communication skills
- Able to follow instructions

Desirable:

- ICT skills

Personal Skills

Essential:

- Flexible
- Reliable
- Accurate
- Able to work with others in teams
- Outgoing

Desirable:

- Enjoys reading
- Enjoys working with children

Physical

Essential:

- Able to use the telephone

Other Relevant Factors

Essential:

- Aged between 14 – 24

Desirable:

- Willing to work in branch libraries