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LIBRARY VOLUNTEER

We are looking for volunteers to support our library services in Childs Hill Library which we run in collaboration with Kisharon.

Address: 320 Cricklewood Lane, London, NW2 2QE;

Job Description

We invite you to join our friendly team and help us run a service which benefits the whole community. We would like you to volunteer for at least one day a week for half a day – either in the morning or in the afternoon.

Availability: Friday/Saturday/Wednesday morning
Sunday/Thursday afternoon

Benefits:

- New skills and experience for your CV.
- Opportunities to meet new people.
- The chance to support your local community.
- Full training for the role.
- Group and individual supervision meetings to support you.
- Contribution to our valuable work.

Responsibilities:

- General library duties: such as to process book reservations and returns.
- Help people find and use library resources.
- Help people get online.
- Children's activities such as storytelling, rhyme time

Skills you will gain:

- Organisational and communication skills.
- Confidence dealing with the public in a professional setting.
- Customer service experience.
- Filing and archiving.

The successful candidate will be required to complete a Disclosure and Barring Service form in line with Section 115 of The Police Act 1997

For more information and to apply please contact **Zofia Wojcik, Volunteer & Fundraising Co-ordinator**, at zofia.wojcik@barnetmencap.org.uk