



Role Description – Summer Reading Challenge volunteer

General Description of Duties

To volunteer in one of the County Council's libraries alongside other volunteers and library staff to help children and families participating in the Summer Reading Challenge during July to September.

Skills Required

This volunteer role is suitable for people with existing skills and experience working with children and families and also young people, or others, wishing to build or develop new skills in the following areas:

- Helping children and families
- Communication and interpersonal skills
- Organisational skills and team working
- Promoting and talking about books and reading
- Digital Skills

Ideal Volunteer

- Age 14 years and above
- Enjoys working with people, and working as part of a team
- Comfortable to engage and communicate with young children, their parents and other adults
- Enjoys listening to children describe what they are reading
- Able to ask children questions about their reading
- Demonstrates patience and understanding
- Reliable and able to keep to time commitments, letting library staff know when this is not possible
- Behaves in an appropriate way with children in libraries
- Has basic digital skills and is confident using online forms
- Commitment to the equality and diversity of the local community
- Attends an induction meeting before beginning volunteering

Details of Duties

- Helping families register for the Summer Reading Challenge, which may include guiding them to use a computer, tablet or smartphone
- Explaining to families how the Challenge works
- Talking to children about the books they have been reading
- Encouraging children to progress through the Challenge by reading more books.

- Helping them choose books and find new things to read
- Giving out stickers and other rewards, preparing certificates and awarding medals for children who complete the Challenge
- Assisting with art displays, activities or storytimes if required
- Supporting other basic library jobs during quieter periods, e.g. shelving or tidying books

Regularity of Duties

The ideal commitment is a minimum of 10 hours during July to September but there can be flexibility in choosing days and times within this period.

Guidance and Support

Volunteers will work alongside library staff who can provide general support and help. Families and Wellbeing Librarians and other senior staff visit libraries during the summer and can offer additional guidance.

Training and Equipment

As part of this role, all volunteers will be invited to an induction meeting to find out what is involved, how the Challenge works and how to talk with children about books and reading. There is also a chance to meet library staff and other volunteers. Every volunteer must attend an induction meeting before starting.

Disclosure & Barring Service check (DBS)

Those applying for this role will not be asked to complete the DBS process.

References

One reference will be required prior to the volunteer undertaking the role. This can be supplied by a recent employer, a teacher, college tutor or another volunteer placement advisor. It should not be a family member.

Other Information

If you are under-16 you will also need a signed parental consent form, available online or at the induction meeting. All volunteers are required to wear a lanyard whilst volunteering. An identity photograph is not required for Summer Reading Challenge volunteers.

Duke of Edinburgh award placements are limited at this time of year and only available at our largest libraries. If you hope to volunteer for the Summer Reading Challenge as part of your DofE, please contact your [local library](#) before applying.