

Volunteer Role Profile

Role: Event assistant

Supervised by: Service Development Librarian, Library Customer Services Manager or Assistant Library Customer Service Manager

The library service runs a range of events in libraries aimed at different audiences. The aims of these sessions vary, but could include:

- to attract the widest range of library users and non-users to events
- to encourage the greatest take up of library services
- to promote the library as a community space
- to promote reading and related activities
- to celebrate our community and its diversity.

The role of the volunteer

This is a supporting role, providing additional help to library running events for adults at pre-arranged times.

- to help set up the venue before the event
- to help prepare and distribute multiple copies of supporting materials if necessary
- to assist residents arriving for the event, meeting and greeting and directing them to seats as appropriate
- to prepare and serve refreshments where needed
- to record the numbers of people attending events
- to distribute and collect event evaluation forms as needed
- to help with clearing away at the end of the session
- to promote library services and encourage library membership.

Skills and attributes required for this role

There are no specific skills necessary for this volunteer role, but an outgoing personality and an enjoyment of working with a wide range of people would be useful.

Potential outcomes for the volunteer

- The volunteer will gain experience of working with local residents
- The volunteer will gain an understanding of how library services work and the role they can play in developing services
- The volunteer will receive any training necessary
- After an agreed period of volunteering, the library service will provide the volunteer with a reference.

