

Community Library Assistant – Student Volunteer

The Trustees of Newby and Scalby Library welcome student volunteers and will endeavour to provide students with a worthwhile experience whilst encouraging a sense of social responsibility. We are happy to support students volunteering as part of the Duke of Edinburgh Award Scheme or as part of their College or University vocational courses and will provide feedback and reports if required.

The number of students we can accept at any one time is limited and a process of vetting will be undertaken to ensure that candidates are suitable. A brief outline of the duties is provided below:

General

The focus of this role is to help members of the public visiting the library and assist in library routines, thereby maintaining an effective service in a pleasant environment.

Key Tasks

- Meeting and greeting library customers
- Assisting library users with self-service
- Helping customers to find the resources they want
- Assisting with library events
- Helping to maintain the book stock
- Helping with library displays
- Re-shelving books and checking shelves for requested items
- Helping to keep the library safe, clean and tidy – this will include vacuuming, dusting and other cleaning tasks

Skills Required

- You must be literate and numerate
- Have good communication and interpersonal skills
- Organisational skills
- The ability to work as part of a team
- Common sense!

Personal Qualities

- A courteous, calm approach to the public especially the elderly and children
- Punctual and reliable
- Enjoy reading and finding out information
- Commitment to the equality and diversity of the local community

Training and Support

Students will be taken through an induction procedure and given any necessary training.

How to Apply

Please contact us via our website at www.newbyandscalbylibrary.co.uk or email snltrustees@gmail.com or telephone 01609 534059. Provide your contact details. If a vacancy exists you will be invited for interview with one of the Trustees and asked to provide the names and addresses of two referees.