



## **WE NEED YOUR HELP!**

### **Sherburn in Elmet Community Library & Hub Volunteer Team Leader**

#### **Why do you need me?**

Sherburn in Elmet Library is becoming a Community Library from April 2017 and we need volunteers to provide this vital community service.

We need an enthusiastic and motivated individual interested in making a long term commitment to become a team leader of volunteers providing a library and community hub for the residents of Sherburn and surrounding villages.

#### **What activities will/could I be involved in?**

Lead a team of volunteers undertaking the following activities

- Meeting and greeting library customers
- Joining people to the library
- Assisting library users with self-service
- Helping customers to find the resources they want
- Helping customers with computers
- Assisting with library events.
- Helping to maintain the library stock
- Helping with library displays
- Re-shelving books and keeping the library safe and tidy
- Checking shelves for requested items/books moving to other libraries
- Helping to promote the library service in the community
- Helping members of the public to access services provided by the Community Hub

Organise the rotas for the volunteers on your shift, together with dealing with any issues which arise.

Undertake routine Health & Safety inspections and checks during the shift

Handover of shift, if applicable, i.e. morning to afternoon

Advising on development of the service

#### **What skills and abilities will I need to have?**

- Experience of successfully managing a team
- Sociable, self-confident, approachable and a good communicator

- Reliable and honest
- Literate and numerate
- Comfortable with using IT
- Organisational skills
- Team player
- Flexible and adaptable
- Be able to commit to this role for at least 12 months

### **What are the goals?**

- To continue to provide a reliable library service for Sherburn & surrounding villages
- To develop a community hub within the library which gives residents a one stop shop for all services
- To develop both services to meet the ongoing requirements of residents
- To provide an open and friendly place for people to visit

### **How much time should I offer?**

We are looking for team leaders to cover a regular slot of half a day on the same day each week, attending ideally at least once a week. We will have a team leaders for each shift who will provide holiday cover for other shifts.

### **Is there an induction and training?**

Yes, full training will be provided on all aspects of the library and community hub.

We are looking to put our first batch of volunteers and team leaders through their training in January 2017, with a weekly training session being held on a Friday afternoon. We will then be running the library on Friday afternoons as a trial before we take over the library from 1<sup>st</sup> April 2017.

If you cannot make Friday afternoons, we will try to make alternative arrangements.

### **What ongoing support/guidance will there be?**

You will be fully supported by two Volunteer Managers with regular meetings at mutually agreed frequencies to discuss and resolve any issues you may have.

Support and guidance will also be available from the NYCC Library Supervisor, Outreach Librarian and Selby Library.

There will be opportunities to meet and network with fellow volunteers during the year

There will be regular updates about how Sherburn in Elmet Community Trust is developing, both at the Library and the Old Girl's School.

You will be kept updated on the success of the team!

### **Where will I be based?**

At the library

### **Will I need my own transport?**

No, as it is intended that all training will take place in Sherburn

### **What are the benefits to me?**

The benefits this role offers include:

- Using your skills to help the community
- Meeting and working with new and enthusiastic people
- Learning new skills whilst having fun!
- Adding to your CV
- Getting more involved in and making a real difference to your local community

### **Will my expenses be paid?**

We pay volunteers' "out-of-pocket" expenses within agreed guidelines. This would normally be if you were required to travel to another venue, outside of Sherburn.

**What's the next step?**

Please fill in an application form or to find out more please contact us at [sherburncommunitylibrary@gmail.com](mailto:sherburncommunitylibrary@gmail.com)

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