

Library Events Assistant - Adults (Greenford)

Ealing Libraries

Description :

Help library staff prepare and run activities and events, such as local history talks and talks by authors, to include:

- Meeting and greeting visitors
- Assisting any visitors with special needs
- Handing out materials and distributing publicity materials
- Preparing refreshments and distributing them
- Assisting with setting up audiovisual equipments
- Assisting with sales and publications at events
- Arranging furniture, setting out chairs and tables (if you can)
- Giving out feedback and monitoring forms
- Helping to clear up after the event

Organisation Description :

Libraries contribute to raising achievement of children, young people and adults, promote community cohesion and civic pride; and the overall quality of life and general well-being of local communities. The library and local history service offers universal services to all ages. Library services are delivered through 14 fixed sites including a library at Ealing Hospital and a housebound and mobile library service.

When Required :

Tue-Fri Day Tue, Wed, Thurs Eve Sat Day
Commitment: Part Time

Areas of Interest :

Art and Culture, Education and Literacy

Types of Activity :

Advice, Information and Support, Community Work, General and Helping, Local Events

Skills and Qualifications :

- Ability to communicate well with adults
- Good interpersonal skills
- Ability to move and arrange furniture and prepare area desirable, though not essential
- Flexible and adaptable outlook

Additional/Specific Suitabilities :

Olympics inspired, 18-25 year olds

Age/Gender Restrictions:

18+

Disabled Access:	No disabled toilet - staff room upstairs
Equal Opportunities Policy:	Yes
Expenses:	Yes
Induction:	Yes
Insurance Cover:	Yes
References will be required :	Yes
Support on offer:	Yes
Training:	Briefing session prior to each event. If you help move furniture you'll need to attend a manual handling course

Directions :

Closest Tube station is Greenford (Central Line).

From Greenford Station - turn right onto Station Approach and right again onto Greenford Road. Cross over A40 Westway, and follow 1000 metres to junction with Ruislip Road (Greenford Broadway), or take 92, 105 or E6 bus to Greenford Broadway. Turn right onto Ruislip Road and right again onto Oldfield Lane South. Library is on your left.

Closest mainline station is South Greenford

From South Greenford Station - leave station car park and follow Leaver gardens for approx. 500 metres to Greenford Road. Turn left and follow Greenford Road for approx. 1000 metres to Ruislip Road (Greenford Broadway). Turn right onto Ruislip Road and right again onto Oldfield Road South. The Library is on your left.

Buses - E10 passes by library. E6, E7, E9, 95, 105 and 282 travel along Ruislip Road and E1, E2, E3 and E11 terminate at Greenford Broadway.

Recruitment Method :

Informal Discussion, Other, References, Trial Period

Contact Information :

Contact:

Vic Wahr
Oldfield Lane South
Greenford
UB6 9LG
Tel: 020 8825 7297
Email: vwahr@ealing.gov.uk
Web: www.ealing.gov.uk/libraries

Alternatively contact:

Ealing Volunteer Centre
Freeport RRHJ-SACZ-HTGG
Ealing Community & Voluntary Service
Lido Centre, 63 Mattock Lane
West Ealing, London
W13 9LA
Tel: 0800 652 3183
Email: do-it@ealingcvs.org.uk
Web: www.ealingcvs.org.uk

Details valid from Wed Apr 2010 to Sat Jun 2012