

# Library Events Assistant - Storytelling/Children's Activities (Ealing Library)

## Ealing Libraries

### Description :

Help staff prepare and run children's activities and events to include:

- Run a storytelling or rhyme time session
- Choose and prepare for sessions and familiarise yourself with the stories or rhymes
- Help with Summer Reading Scheme
- Photocopy colouring sheets, quiz sheets and similar materials
- Help with clearing up after events or activity
- Take tickets from parents and carers at number-limited events

### 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 :

Mon, Tue Day Wed PM Thurs AM/PM Fri PM Tue, Wed, Thurs Eve Sat Day, Sun PM  
Commitment: Part Time

### Areas of Interest :

Children, Education and Literacy

### Types of Activity :

Community Work, Local Events, Teaching, Training and Coaching

### Skills and Qualifications :

- Ability to communicate well with children and young people
- Ability to arrange furniture and prepare area desirable
- Flexible and adaptable outlook
- Interest in craftwork

### Additional/Specific Suitabilities :

18-25 year olds, Olympics inspired

<b>Age/Gender Restrictions:</b>	18+
<b>Disabled Access:</b>	Yes
<b>Equal Opportunities Policy:</b>	Yes
<b>Expenses:</b>	Yes
<b>Induction:</b>	Yes
<b>Insurance Cover:</b>	Yes
<b>References will be required :</b>	Yes
<b>Support on offer:</b>	Yes
<b>Training:</b>	Volunteers will shadow staff member and sit in on similar events and activities. If you help move furniture you'll need to undertake a manual handling course. In house storytelling training - by qualified staff and in house action rhyme training - by qualified staff.

### Directions :

From Ealing Broadway Station (Haven Green) - leave station and proceed westward down The Broadway/Uxbridge Road for approx. 150 metres. Enter Ealing Broadway Centre. The library is signposted and located on the first floor (lifts available).

Buses: E1, E2, E7, E8, E9, E10, E11, 65, 83, 112, 207, 226, 297, 427, 607  
Closest Tube & Main Line Station is Ealing Broadway (District/Central lines, Main Lines). Enter Ealing Broadway Centre via Uxbridge Road (The Broadway) or High Street. ntral, South Acton - 15 mins walk to/from station

### Recruitment Method :

Informal Discussion, Other, References, Trial Period

### Contact Information :

Contact:

**Yvonne Payne or Gill Laws**  
**103 Ealing Broadway Centre**  
**The Broadway**  
**Ealing**  
**London**  
**W5 5JY**  
**Tel: 020 8825 9278**  
**Email: [ypayne@ealing.gov.uk](mailto:ypayne@ealing.gov.uk) or**  
**[lawsg@ealing.gov.uk](mailto:lawsg@ealing.gov.uk)**  
**Web: [www.ealing.gov.uk/libraries](http://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](mailto:do-it@ealingcvs.org.uk)**  
**Web: [www.ealingcvs.org.uk](http://www.ealingcvs.org.uk)**

Details valid from Wed Apr 2010 to Sat Jun 2012