

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

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, Wed, Thurs Day Fri PM Tue, Wed, Thurs Eve Sat Day

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

Age/Gender Restrictions:

18 - 80

Disabled Access:	Wheelchair access to ground floor and passenger lift to First Floor Reference Library
Equal Opportunities Policy:	Yes
Expenses:	Yes
Induction:	Yes
Insurance Cover:	Yes
References will be required :	Yes
Support on offer:	Yes
Training:	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 :

- Bus - From Southall/ Hanwell/ West Ealing/ Shepherd's Bush: 207, 427, 607
 - From Park Royal: 440
 - From Northfields/ Chiswick: E3
 - From Hammersmith/ North Acton: 266
 (all go along the High Street or Winchester Street)
- Train - Underground: Acton Town (District/Piccadilly Line) - 15 mins walk to/from station or E3 bus
 - Overground: Acton Central, South Acton - 15 mins walk to/from station

Recruitment Method :

Informal Discussion, Other, References, Trial Period

Contact Information :

Contact:

Dhiraj Bangar
Acton High Street
Acton
London
W3 6NA
Tel: 020 8825 7622
Email: dbangar@ealing.gov.uk
Web: www.ealing.gov.uk/libraries

Alternatively contact:

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

Details valid from Wed Apr 2010 to Sat Jun 2012