Volunteering with Ealing Libraries

Administrator (Volunteer Programme)	West Ealing Library
2 hours per week or ½ day per fortnight, during office hours	This role is ongoing

Key tasks:

1. Work alongside the Community Services and Volunteering Coordinator, to support the volunteer programme in Ealing Libraries
2. Keep an up-to-date record of all volunteers involved in Ealing Libraries, including those taking a break from volunteering
3. Respond to initial enquiries about volunteering, via telephone and email
4. Assist the Community Services and Volunteering Coordinator to provide a monthly update about the volunteer programme to the Library Management Team
5. Assist the Newsletter Editor in sending out the newsletter on a monthly basis
6. Keep in regular contact with all volunteers via telephone or email, and report any problems back to the Community Services and Volunteering Coordinator

To do this volunteer role:

- You must be at least 18 years old
- You must have good spoken English and a good telephone manner
- You need to be able to keep records in a Microsoft Excel spreadsheet, and to use email and Microsoft Word

We particularly welcome:

- Volunteers who can speak one of the community languages that is widely used in Ealing (eg: Punjabi, Polish, Somali)
- Volunteers with previous experience of working in an office

For more information, please contact:

Ealing Volunteer Centre,
0800 652 3183/ volunteering@ealingcvs.org.uk

![Ealing logo](www.ealing.gov.uk)

Volunteering with Ealing Libraries

Book Sales Coordinator	**Working across all Ealing libraries**
Saturday afternoons	This role can be a one-off, or ongoing

Key tasks:
7. Work with library staff to identify a suitable date and location for a book sale
8. Identify withdrawn stock that is available for sale, and mark it with the correct price
9. Assist library staff to publicise the book sale
10. Set up a display of stock for sale, and collect money for any items sold
11. Work with library staff to ensure that permanent displays of stock for sale are eye-catching and appealing

To do this volunteer role:
- You must be at least 18 years old
- You must be able to do simple arithmetic either in your head or with a calculator (eg: adding up the cost of 5 books, and working out how much change to give).
- You must have good spoken English and be able to read book titles, authors, and prices

We particularly welcome:
- Volunteers who can speak one of the community languages that is widely used in Ealing (eg: Punjabi, Polish, Somali)

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Volunteering with Ealing Libraries

Careers Speaker	Any library in Ealing
Weekdays, 6-6.30pm	This role can be temporary, or ongoing

Key tasks:
12. Prepare and deliver a 15-minute talk about your chosen career
13. Explain what the key duties are, and what experience or qualifications are needed
14. Answer questions from the audience about your career/ job

To do this volunteer role:
- You must be at least 18 years old
- You must have been working in your chosen career for at least a year
- You must be a confident public speaker with good, clear English

We particularly welcome:
- Volunteers who have progressed in their chosen field
- Volunteers who work in popular careers such as law, medicine, teaching, childcare, or finance.

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Volunteering with Ealing Libraries

CV Assistant	Any library in Ealing
1 morning per week	This is an ongoing role

Key tasks:
15. Support people to draft a CV to include their educational background, previous experience and key skills
16. Support people to draw on all relevant skills and experience, which may include unpaid work experience or volunteering
17. Help people to create a suitable electronic version of their CV, using the free computers at the library
18. Help people to find books about writing CVs, and interview skills
19. Signpost people to agencies that provide specialist help (where relevant)

To do this volunteer role:
- You must be at least 18 years old
- You must have been through a competitive selection process for a paid job - involving either a CV or an application form – and been successful
- You must be able to help someone write their CV in Microsoft Word, print it and send it as an email attachment.
- You must be able to read English, and understand the basic classification systems used in libraries (alphabetical and numerical)

We particularly welcome:
- Volunteers with experience of recruiting other people for paid jobs, based on CVs or application forms
- Volunteers who can speak one of the community languages that is widely used in Ealing (eg: Punjabi, Polish, Somali)

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Volunteering with Ealing Libraries

Homework Club Coordinator	Any library in Ealing
3-6pm weekdays 1-4pm Sundays	During school terms

Key tasks:
20. Run a homework club at a table in the children's area of the library
21. Help children and their parents to find books to support their homework
22. Help children and their parents to use the internet to find information for their homework
23. Help children and their parents to find books from their school reading list
24. Signpost children and their parents to library staff for further help

To do this volunteer role:
- You must be at least 18 years old
- You must have at least 5 GCSEs (or equivalent) at grade C or above, including English and Maths.
- You must have good spoken English
- You must be able to communicate well with children aged 5 to 11 years
- You must be able to read English, and understand the basic classification systems used in libraries (alphabetical and numerical)

We particularly welcome:
- Volunteers aged 18-25 years
- Volunteers who can speak one of the community languages that is widely used in Ealing (eg: Punjabi, Polish, Somali)

For more information, please contact:

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Volunteering with Ealing Libraries

IT Trainer	Working across all Ealing libraries
Saturday mornings or Tuesday afternoons	This role is ongoing

Key tasks:
25. Work with library staff on a 1-2-1 basis to identify their IT training needs
26. Help staff to become more confident with IT, including:
    - Email (including web-based providers such as Hotmail)
    - Microsoft Word
    - Microsoft Excel
    - Internet Explorer
    - Printing properties and options
    - Photocopying options
    - Scanning documents
27. Work with library management team to develop a checklist of IT skills that are needed by all library staff
28. Support library staff to use new programmes as they are introduced (eg: introduction of Microsoft Outlook across the Council)
29. Support library staff to increase their knowledge of online resources offered by the library service, such as on-line encyclopaedias and newspaper records.

To do this volunteer role:
- You must be at least 18 years old
- You must be IT literate, but you don't need to be an IT expert!
- You must have the ability to tailor the 1-2-1 session to the individual, and find ways of explaining things in a way that can be understood, and remembered

We particularly welcome:
- Volunteers who are able to travel to libraries across the borough to support staff with their IT training needs

For more information, please contact:

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Volunteering with Ealing Libraries

IT Training Coordinator	Working across all Ealing libraries
Saturday mornings or Tuesday afternoons	This role is ongoing

Key tasks:
30. Working with library staff, coordinate a group of IT Trainer volunteers to help library staff to become more confident with IT
31. Keep in touch with all IT Trainer volunteers and organise rotas for their involvement at individual libraries
32. Be the main point of contact for the Team Leaders who are overseeing the IT training programme
33. Deliver direct IT training to library staff as and when needed

To do this volunteer role:
- You must be at least 18 years old
- You must be IT literate, but you don't need to be an IT expert!

We particularly welcome:
- Volunteers who are able to travel to libraries across the borough

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Volunteering with Ealing Libraries

Newsletter Editor	West Ealing Library
2 hours per week or ½ day per fortnight, during office hours	This role is ongoing

Key tasks:
34. Design and agree a volunteer newsletter template with the Community Services and Volunteering Coordinator
35. Contact all volunteers within Ealing Libraries on a monthly basis, to ask for contributions to the newsletter
36. Write short articles about Ealing Libraries and volunteering for the newsletter
37. Develop regular newsletter features, such as a letters page and volunteers' stories
38. Take photographs to accompany the articles in the newsletter
39. Edit contributions to the newsletter received from library staff and other volunteers
40. Circulate the finished newsletter to all library volunteers on a monthly basis, via email or post

To do this volunteer role:
- You must be at least 18 years old
- You must have excellent written English, and the ability to spot spelling or grammatical mistakes in other people's writing
- You will need good IT skills, particulary with Microsoft Word and Excel

For more information, please contact:

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Volunteering with Ealing Libraries

Summer Reading Challenge Ambassador	Any library in Ealing
Saturday afternoons	1st July to 31st August

Key tasks:
41. Keep summer reading challenge book display fully stocked
42. Encourage children to take part in the summer reading challenge
43. Hand out prizes to children for each stage of the challenge that they complete, and certificates to those who finish the challenge
44. Keep up-to-date records for the summer reading challenge, including which stage of the scheme each child has reached
45. Encourage children to write book reviews of the books that they have enjoyed reading over the summer, and set up a display in the children's area of the library
46. Help library staff to organise a medal ceremony for children who completed the challenge

To do this volunteer role:
- You must be at least 18 years old
- You must have good spoken and written English
- You must be confident talking to children and their parents about the scheme

We particularly welcome:
- Young volunteers aged 18-25 years
- Volunteers who can speak one of the community languages that is widely used in Ealing (eg: Punjabi, Polish, Somali)

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Volunteering with Ealing Libraries

Volunteer Pool	All libraries
This role is ongoing, on an ad-hoc basis	

Key tasks:
47. Be part of a pool of volunteers, who will be contacted as and when extra help is needed
48. Attend the orientation programme, so that you are ready to volunteer when you are needed
49. Keep up-to-date with what is happening in Ealing Libraries

This role can be easily combined with any other volunteering role within Ealing Libraries, and is ideal for those who would like to help, but are not able to make a commitment to regular hours.

Examples of when you might be contacted about ad hoc volunteering:
- a. for events in libraries, where extra people are needed to help things run smoothly
- b. for the annual book count
- c. to help with a publicity drive
- d. to provide specialist knowledge/ guidance (where relevant)

To do this volunteer role:
- You must be at least 18 years old
- You must have good spoken English

We particularly welcome:
- Volunteers who can speak one of the community languages that is widely used in Ealing (eg: Punjabi, Polish, Somali)

For more information, please contact:

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