

## **Homework Help Club Volunteer Assistant**

### **Description**

Do you love working with children and young people? Do you want to create magical and transformative experiences for our young customers? We are looking for inspirational individuals to help young people to access information and resources to help them with their studies.

Our Homework Help Clubs encourage children to bring their school's homework to the library and use all the resources available there to complete it successfully.

These clubs offer a wide variety of resources such as books, computers and links to study support websites that children can use to complete their coursework. The clubs do not provide tutoring but act as a hub of relevant resources for school children. Your task will be to assist the staff in creating amazing experiences for our younger members and help them to fully enjoy and participate in this activity. You will help the children to find the information they are looking for in an effective way.

You are the go-to person who can do smaller tasks, while seeing the bigger picture. You will support your branch library with a variety of duties outlined below. Are you ready to join in a bold opportunity to help us take your local library to an entirely new dynamic level?

### **Who you are**

- You enjoy working with children and young people.
- You engage well with others and are passionate about libraries.
- You are responsible and dependable, taking pride in your work.
- Warm and friendly with our customers, assisting them with your skills, knowledge and approachable personality.
- You are a good listener, able and willing to follow directions.
- You are patient and flexible.
- You are literate and have a genuine enjoyment for reading.
- You are self-sufficient and can work independently, but feel confident to ask questions should the need arise.
- You inspire fun in the people around you.
- You have a good command of written and spoken English and possibly a community language.
- You are confident at using technology with at least intermediate level IT skills.
- You are able to engage in a positive way with the children regarding their opinions.
- You love your library, wanting to expand and enhance the activities that happen there as well as being an informal advocate of the library within your community.
- You're excited about the opportunity of growing and learning in a fast changing environment.
- You are a lifelong learner and are eager to learn new skills and embrace transformative experiences.
- You are aged 16 or over. There is no upper age limit to volunteering.

### **A position you will love!**

#### **As a Homework Club Volunteer, you will:**

- Set up a creative learning space in the library where the activity takes place.
- Prepare and organise study and reference resources for the children participating.

- Welcome children as they arrive making sure that children feel at ease.
- Show children how to find out appropriate book resources within the library to complete their homework
- Support children to access relevant online resources by using the library's public computers.
- Help to clear the space when the club finishes.

### **Do you have what it takes?**

- Able to read and write.
- Have a few hours a month to spare.
- Are an energetic person with loads of enthusiasm.
- Full of creative and fun learning ideas.

### **We are guided by these shared values:**

Community Improvement

Pride in Service

Optimistic attitude – We believe that anything is possible!

### **Why you should volunteer with Redbridge Libraries?**

- You'll have a fabulous time!
- You will increase your confidence dealing with public, and children in particular, in a professional setting.
- You will learn skills around customer care, confidentiality and health and safety.
- You will gain valuable experience for your CV and a reference if you volunteer for more than 35 hours.
- Personal satisfaction of helping a young person realise their potential.

### **Anything else you should know?**

- You will need to have a satisfactory Criminal Records Bureau check carried out. This is something we will arrange for you.
- You will need to provide the contact details of two referees who are over 18, know you well but are not a member of your family.

### **Where and when you would be volunteering**

- You will volunteer at a Redbridge Library running a homework help club and offering this volunteering opportunity. Please ask staff for details of the programme running in your chosen branch.
- These clubs run weekly, term time only, for one or two hours. You will be expected to arrive 30 minutes before a session starts to help set up and stay for 30 minutes after the session ends to help clear up.
- All volunteers are placed initially on a one-month trial basis. Volunteers and activities are reviewed every six months.