

Baildon Library

Volunteer Role Description



Organisation	Baildon Town Council
Overview	Baildon Town Council and Bradford Council Libraries have formed a partnership to ensure that the library remains a part of daily life in Baildon until at least April 2020. Baildon Library will be a hybrid library – run by experienced library staff and volunteers.
Role title	Library Volunteer
Location of role	Baildon Library
Responsible to	Volunteer Coordinator
Purpose of role	Our volunteers support experienced library staff to help with the day-to-day running of the service.
Description of duties	<p>The duties of a Library Volunteer are varied and include:</p> <ul style="list-style-type: none"> • helping with general library duties, including start up and close down as well as cash handling and delivering service to customers; • shelf tidying; sorting the stock and creating displays; • helping customers with PCs and searching for information; • answering enquiries using available resources to answer phone, email and face-to-face enquiries; • issuing and returning items for customers, and reserving stock for customers.
Time commitment	<p>We ask that volunteers can commit to one shift (3 or 4 hours) every fortnight or 6 hours a month. We know that people have lots of other things going on in their lives and we try and be as flexible as possible. There is no limit to the number of shifts you can volunteer for. A rota is to be coordinated on a month-to-month basis.</p> <p>There will be a paid member of staff on duty at all times who will be supported by at least one volunteer, ideally two.</p>
Skills and qualifications	<p>We are looking for people who are:</p> <ul style="list-style-type: none"> • interested in books or the different services offered by the library; • enthusiastic; • reliable; • friendly and enjoy working with people; • willing to help with whatever's needed.

	<p>You do not have to have computer skills to be able to volunteer – training on all aspects of the role will be given.</p> <p>The paid staff would welcome any relevant skills or interests that you bring, e.g. developing children’s activity sessions or knowledge of music or local history, and we would be delighted to talk with you about how you could get involved.</p>
Training and support	<ul style="list-style-type: none"> • Induction to organisation; • Full training on all aspects of the role; • Regular updates on organisational activities; • Support, advice and guidance from the Volunteer Coordinator.
Reimbursement of expenses	<p>Reimbursement for out-of-pocket expenses incurred when volunteering for Baildon Town Council agreed in advance by the Volunteer Coordinator.</p> <p>This does not include travel expenses to or from your place of work or childcare.</p>
Benefits to Volunteer	<p>Volunteering can enhance your wellbeing and lifestyle and you can benefit in lots of ways. You can:</p> <ul style="list-style-type: none"> • learn something new; • gain new experiences which could lead to paid work in the future; • meet new people; • improving your confidence and self-esteem; • have fun and keep active; • be a part of a friendly team. <p>All of this whilst supporting your local community and giving something back!</p>
Application procedure	<ul style="list-style-type: none"> • Application Form; • 2 References; • Informal Interview; • DBS check; • Introductory Training.
Contact information	<p>Rachel Gallagher, Volunteer Coordinator</p> <p>Baildon Town Council, Baildon Library, Northgate, Baildon BD17 6LX</p> <p>t: 07759104565 e: vc@baildowntowncouncil.gov.uk</p> <p>www.baildowntowncouncil.gov.uk</p>