

Friends of Ecclesfield Library

Library roles

Skills you can offer	Suitable volunteer roles
Confident in using computers	Computer helper Service assistant
Advanced I.T. knowledge & skill	Computer maintenance support
Making places look clean and welcoming	Library space assistant
Good customer service skills	Service assistant
Confident dealing with people	Service assistant Library promoter Reading group co-ordinator New volunteer instructor Library session supervisor
Organisation and planning skills	Events co-ordinator Events assistant Rota co-ordinator Reading group co-ordinator Management committee member Library session supervisor
Marketing and promotion skills	Library Promoter Volunteer recruitment co-ordinator Library space assistant Management committee member
Fundraising skills	Fundraising co-ordinator Management committee member

Managing accounts	Finance manager
	Management Committee member
Story telling skills, experience working with children	Story teller
Good at putting things in order, alphabetical and numerical	Book & materials assistant
Knowledge of managing buildings, security, statutory compliance, health and safety, maintenance	Building manager
	Management Committee member
I.T. training skills	Computer trainer
Training skills	New volunteer instructor
Good with children and families	Storyteller
	Events assistant
Maintenance and DIY	Library handy person
Experience of working with young people, knowledge of SATS/GCSE curriculum	Homework club leader

Management Committee Member (elected from the wider membership)

The main purpose of this role is to help deliver the library groups business plan – aims and objectives.

Typical tasks may include:

- May have specific duties e.g. treasurer, chair, secretary
- Ensure volunteers are supported in their roles
- Attending management committee meetings to ensure
 - the organization complies with its governing body i.e. charities house
 - the organization is legally compliant
 - the organization fulfills its contractual obligations

- the development and sustainability of the organization and fulfill its aims and objectives
- the organization is operating effectively and deals with problems
- accountable to the wider membership of the organization.

Service Assistant

Main purpose of the role is to help library users with the lending of books, reserving and returning of books, general use of the library, deal with general enquiries and signpost as appropriate.

Typical tasks may include:

- Issuing, renewing and returning materials from library customers
- Joining new customers, making changes to existing registrations e.g change of address.
- Dealing with enquiries about the services the library offers
- Signposting library customers to other services or support as appropriate

Library session supervisor

The main purpose of this role is to ensure the library session operates effectively and there is someone in overall control.

Typical tasks may include:

- Checking the rota and that volunteers have arrived.
- Dealing with any complaints, problems or issues that might arise
- Supporting other volunteers as required
- Ensuring health and safety of users and volunteers during the session

Computer Helper

Main purpose of the role is to help library users who have little or no experience of using computers. Their needs range from learning basic computer skills to building their confidence in using email and online services.

Typical tasks may include:

- Dealing with general enquiries about using computers, including printing and saving files.
- Helping people to complete short online courses relevant to their skills and interest.

- Helping people to create an email account
- Ensuring new users are aware of the acceptable use policy (as appropriate)

Book and materials assistant

Main purpose of the role is to ensure the stock is in its correct place, and to locate and retrieve reservations.

Typical tasks may include:

- Returning stock to shelves in order
- Putting stock on shelves into order
- Finding stock on shelves to send to other libraries when required
- Dealing with van delivery of items ordered by customers
- Helping customers find books they want

Library Events Coordinator

Main purpose of the role is to identify, promote and co-ordinate events in the library to encourage greater usage and generate income (as appropriate).

Typical tasks may include:

- Identifying activities that would be complimentary to the library service (in line with the business plan and in discussion with the management committee)
- Linking with other organisations/delivery partners to source events
- Deal with requests to put on events at the library and library space hire
- Co-ordinate events in the library, including health and safety, and assigning tasks/co-ordinating library event assistants.

Children's Storyteller

Main purpose of the role is to encourage use of the library by children and their parents/guardians. Making the stories told in books interesting and engaging.

Typical tasks may include:

- Reading children's books in an engaging and interesting way
- Singing rhymes and songs
- Playing music (not essential)

Computer maintenance support

Main purpose of the role is to provide I.T. support enabling the computers and computer systems to operate as well as possible. (More relevant to library groups who have their own Library Management System and their own computers).

Typical tasks may include:

- installing new IT systems
- helping to solve I.T. problems
- upgrading existing hardware and software
- testing systems to make sure that they are working properly
- servicing printers, scanners and other office equipment

Library Space Assistant

Main purpose of the role is to make the library space welcoming for library users, encouraging use of the library by different groups.

Typical tasks may include:

- Ensuring the library is clean and bright
- Creating Displays
- Ensuring the use of space is safe for users and volunteers
- Identifying ways the use of the library space can engage different users, such as parents, older people, people with disabilities, job seekers etc.

Reading group coordinator

The main purpose of this role is to encourage, develop, support and co-ordinate reading groups.

Typical tasks may include:

- Promoting reading groups & setting up a reading group (or multiple groups) either mixed or around particular interests or characteristics, e.g. sci-fi reading

group everyone welcome, or dads reading group, or reading group for the over 50's, etc.

- Liaising with SCC LAI to source books
- Co-ordinate activity
- Lead discussions about the topic/book

New volunteer instructor

The main purpose of this role is to induct new volunteers into their role.

Typical tasks may include:

- Providing the new volunteer with the volunteer manual and explaining what it contains.
- A 'how this library works' session – tour of the library
- Introducing the new volunteer to other volunteers and making them feel welcome
- Instruction in the particular role (as appropriate).

Events Assistant

The main purpose of this role is to help run events, including promotional events, reading groups, children's activities, fundraising events both in the library and elsewhere.

Typical tasks may include:

- Helping to promote events, e.g. putting up posters around the community
- Helping to set up – table layout, equipment set up
- Welcoming visitors (getting them to sign in as visitors)
- Helping with refreshments
- Handing out and collecting evaluation sheets
- Preparing flyers, tickets and any other event materials

Library Promoter

Main purpose of the role is to advertise and publicize the library and its services and activities encouraging greater use of the library, raising its profile and promoting good news stories.

Typical tasks might include:

- Putting posters on notice boards
- Helping with leaflet drops

- Liaising with other groups/organisations (clubs, schools etc)
- Liaising with local businesses
- Suggest ways of engaging with the local community
- Attending local fetes and events
- Poster design
- Drafting press releases and news articles

Fundraising Co-ordinator

The main purpose of this role is to identify and co-ordinate fundraising efforts.

Typical tasks include:

- Organising fundraising events e.g jumble sales, cake sales, raffles, quiz nights, sponsored events.
- Organise commercial income raising activities (in line with the business plan): e.g. sale of books, materials and other goods and services.
- Identify opportunities to raise funding

Finance manager

The main purpose of this role is to support the treasurer in ensuring the organisations finances are evident and correct.

Typical tasks include

- Ensuring the financial management systems are functioning correctly and adequately.
- Ensuring that income is correctly accounted for
- Ensuring that expenditure is properly authorized and reconciled
- Entering financial data into the financial management system
- Ensuring accounts are managed correctly, and grant funding is correctly accounted for.
- Ensuring evidence (of targets/outputs/outcomes) for funders is collected.
- Preparing finance reports for the management committee

Homework club leader

Main purpose of this role is to develop and lead homework club sessions. The role will be subject to the safeguarding policy and procedure.

Typical tasks include:

- Liaising with local schools regarding the curriculum topics and sourcing books and materials which will support this (if possible).
- Promoting homework clubs
- Creating a zone which is conducive to learning
- Helping young people to tackle homework problems

Rota Co-ordinator

Main purpose of the role is to ensure that there are enough volunteers per session for the library to function as advertised.

Typical tasks include

- Co-ordinating a rota of volunteering shifts
- Ensuring the rota is available and up to date for session supervisors
- Ensure volunteers follow the rota rules (i.e. don't just show up unless this is a feature of their role).
- Keeping details of volunteers to contact and keep informed and reminded about shift patterns.
- Gather feedback and recommend improvements to how volunteers are managed and sessions are scheduled.

Building Manager

Main purpose of the role is to ensure the building is fit for purpose and is health and safety compliant.

Typical tasks may include:

- Regular inspections of the building
- Ensuring the routine maintenance plan is followed
- Ensuring the building is statutory compliant
- Ensuring the building is safe and fit for purpose
- Ensure fire procedures are followed
- Ensuring the health and safety policy is followed
- Obtaining quotations for maintenance work and repairs
- Engaging contractors (as authorized by the management committee)
- Identifying funding opportunities for capital improvements

Library handy person

Main purpose of the role is to undertake general maintenance tasks.

Typical tasks may include:

- General repairs and improvements (with due regard to health and safety), such as replacing light bulbs, fixing shelves, unblocking sinks.
- Decoration
- Garden maintenance
- Moving furniture