

## Role Description

Post Title: Summer Reading Challenge Volunteer

Department: Customer and Community Services

Directorate: Thriving Communities

Location: Westmorland and Furness Libraries

Date: July and August 2024

### 1. Purpose of the Post

- 1.1 To help run and promote “Marvellous Makers” (Summer Reading Challenge theme for 2024).

### 2. Principal Accountabilities

- 2.1 To work with library staff, children, and parents within a library setting.
- 2.2 Carry out duties in a friendly, polite, and welcoming manner.
- 2.3 Assist and encourage children with the Summer Reading Challenge.
- 2.4 Promote Marvellous Makers within the library and library social media content throughout the summer.

### 3. Key Tasks

- 3.1 To encourage children to join and complete the challenge.
- 3.2 To help decorate the library to promote Marvellous Makers.
- 3.3 Promote and demonstrate the Summer Reading Challenge website.
- 3.4 Assist library staff in manning the Summer Reading Challenge desk.
- 3.5 Talk to children in the library about what they have read and help them to find what they want / new authors.
- 3.6 Give out the free stickers and special gifts to registered children as they progress through the challenge.
- 3.7 Accurately record information on registration cards as children progress through the challenge.
- 3.8 To help library staff promote and run activities for children during the summer either online or in person.
- 3.9 To neatly write out names or print certificates as children complete the challenge.

**Person Specification**

Criteria	Essential	Desirable
Skills/Abilities	Good communication skills Able to record information accurately and neatly Able to follow instructions	ICT skills
Personal Skills	Flexible Reliable Accurate Able to work with others in teams Outgoing	Enjoys reading Enjoys working with children
Physical	Able to use the telephone	
Other Relevant Factors	Aged between 14 - 24	Willing to work in branch libraries