

# Events Volunteer

## **Main purpose**

To support with the organisation of special events in libraries

What would I be doing?

Supporting one-off and regular events/activities/projects:

- Selecting or printing resources
- Helping to prepare tables, chairs and refreshments for the event and helping to clear away afterwards
- Welcoming the public to the event and directing them to seats / amenities
- Help with handouts, e.g. feedback forms, programmes
- Promoting the event/project by designing and/or delivering leaflets, posters, displays etc.
- Promoting the event on social media
- Ensuring guests/ speakers /group members have the equipment and refreshments they need

This can be a physically active role in respect of setting up the space and moving library furniture at the beginning and end of the session.

## **When can I do my volunteering?**

Events can be run during school time, evenings, weekends or half terms. Each library will run events at different times.

We usually ask volunteers to be at the location of the event/activity 1h earlier. For volunteers who are involved in promotion, the work is flexible to suit you, staff will set individual tasks with a rough deadline according to the events/projects.

## **Where will I be volunteering?**

You will be asked which libraries you are willing to volunteer in. Please note that events are run at different times across different libraries so the more flexible you are the more opportunities will arise.

## **Who will be there with me?**

Library staff will be facilitating the event. They will be on hand to support the volunteers.



## **Support and review**

Regular support and guidance will be given by a named library contact. There will be a trial period to ensure that all is going well – another volunteer opportunity may be suggested if the trial period has shown that this would be better for both parties.

## **Training, resources and information**

A full induction will be given, and further training offered where appropriate.

## **Am I right for this opportunity?**

This opportunity would suit someone who:

- Enjoys helping people
- Has a confident, outgoing personality
- Has good communication skills
- Has or wants to develop skills working with the public
- Has or wants to develop promotional/marketing skills
- Is interested in books, authors and libraries

## **What will I get from volunteering?**

Benefits include:

- Experience of planning and promoting events/activities for a range of audiences
- Experience and training in delivering events/activities
- The opportunity to work as part of a team
- The opportunity to increase self confidence
- Meeting and socialising with other people with shared interests
- Valuable training and experience for CVs and job applications
- The opportunity to have a personal reference to go towards higher education or job applications
- A deeper understanding of the future of the libraries service

