Online Groups Volunteer

Main purpose

To support our online groups.

What would I be doing?

To support our already established online groups:

- Turn up 10-15 minutes before each session to check in via Zoom
- Help staff member to give welcome & disclaimer
- Help follow the session plan/structure
- Help keep conversation flowing, upbeat, sensitive, respectful, inclusive, and convivial (mainly spoken conversation, but also in the chat) taking hands when necessary, joining in when appropriate etc
- Check in with the staff member discretely via the chat function if anything comes up during the session
- Help let people into the call
- Help ensure that Closed Captions (CC) are switched on, and that any access needs that arise are met as far as possible

When can I do my volunteering?

Sessions will be remote – you will need access to a computer.

Where will I be volunteering?

This volunteering role can be at home.

Who will be there with me?

Library staff will be on hand for support remotely and in some cases other volunteers may be with you.

Support and review

Regular support and guidance will be given by Paul Walker the Library Development Officer. There will be a 4-week 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.

Bristol Libraries
www.bristol.gov.uk/libraries

Am I right for this opportunity?

This opportunity would suit someone who:

- Is passionate about online groups
- Has up-to-date ICT Skills
- Is experienced in using Zoom & hosting online groups
- Has good communication skills and is patient
- Has or wants to develop skills working with lots of different types of people in a library setting

What will I get from volunteering?

Benefits include:

- Sharing your passion of online groups
- Developing your library experience through volunteering at our Book Club, Creative Writing or Journaling for Well-being groups
- A deeper understanding of the libraries service
- The fulfilment of giving back to your community
- Experience of supporting groups for well-being
- The opportunity to work on other online groups and when they go ahead