

*My library, My space, My volunteering*  
*Get involved with Cambridgeshire Libraries*

Volunteer Role	Summer Reading Challenge (SRC) Assistant (12+ years)
Closing date for applications	Friday 7 <sup>th</sup> June 2024
Purpose of the role	To assist and support your local library in the delivery of the Summer Reading Challenge (SRC), working with young readers over the summer holiday
Your commitment	<ul style="list-style-type: none"> <li>● You will need to be available for induction in your local library – date tbc</li> <li>● The SRC runs from 13th July to 7<sup>th</sup> September with sign up Saturday 6<sup>th</sup>. Assistants are asked for a minimum of 2 hours each week of the Challenge (excluding any holiday you have planned, please let us know in advance)</li> <li>● Medal and Certificate Ceremonies – these may run in September and/or October – to be confirmed with your local library</li> </ul>
Key elements of the role	<p>These are some of the most common tasks for the SRC. With guidance and instructions from library staff you may be asked to:</p> <ul style="list-style-type: none"> <li>▪ Promote the SRC to children, parents and carers throughout the summer</li> <li>▪ Encourage children to read and discuss books</li> <li>▪ Talk to children about the books they have read and develop children's confidence</li> <li>▪ Give out stationery, stickers, quiz sheets etc. as appropriate</li> <li>▪ Help maintain progress reports for participants</li> <li>▪ Support library staff in the planning and delivery of Storytime's, events and art displays</li> <li>▪ Assist with the preparation of certificates and awards</li> <li>▪ Help with data collection</li> <li>▪ Keep personal information confidential (this will be covered in more detail at induction)</li> <li>▪ Help tidy the library and assist with shelving as required</li> <li>▪ Promote library membership</li> </ul>
What you may gain from being an SRC volunteer	<ul style="list-style-type: none"> <li>● The satisfaction of being involved in a programme that promotes and encourages reading and literacy</li> <li>● Add volunteering to your personal statement or CV</li> <li>● The opportunity to develop your confidence, self-esteem, social skills and feel part of a team and the community</li> <li>● Improve your communication skills, time management, teamwork and organisation skills</li> <li>● The chance to gain house points or pledges from your school</li> </ul>

	<ul style="list-style-type: none"> <li>● Experience the excitement of young stories they have read</li> <li>● The opportunity to find out how else you can be involved with your library – ask about other volunteering roles</li> </ul>
<p>What we want from you</p>	<ul style="list-style-type: none"> <li>● Reliable team members, keen to work with staff, other volunteers and members of the public</li> <li>● Enthusiastic and supportive when encouraging children to read</li> <li>● Friendly, patient and polite</li> <li>● Good time keeping</li> <li>● Smart appearance</li> <li>● An interest in reading and books</li> <li>● Willingness and ability to follow instructions</li> <li>● Artistic flair would be useful but is not necessary</li> <li>● You may have other skills you can add!</li> </ul>
<p>How to apply</p>	<p><u>Volunteers 12-15 years</u> - Please complete:</p> <ul style="list-style-type: none"> <li>● <i>Expression of interest form</i></li> <li>● <i>Parental agreement letter</i></li> <li>● <i>Teacher reference form</i></li> </ul> <p><u>Volunteers 16-17 years</u> – Please complete:</p> <ul style="list-style-type: none"> <li>● <i>As above plus 1 additional reference (which can be another one from school or from an after-school club leader etc.)</i></li> </ul> <p><u>Volunteers 18+ years</u> – Please complete:</p> <ul style="list-style-type: none"> <li>● <i>Volunteer application form</i> (which requires 2 references)</li> </ul> <p>You can ask in your library for the above documents; alternatively, you can download them from:  <a href="http://www.cambridgeshire.gov.uk/residents/libraries-leisure-&amp;-culture/libraries/library-news/summer-reading-challenge/">www.cambridgeshire.gov.uk/residents/libraries-leisure-&amp;-culture/libraries/library-news/summer-reading-challenge/</a></p> <p><b>Please complete and return all application documents to your local library by <u>Friday 7<sup>th</sup> June</u></b></p>
<p>After applying</p>	<p>You will be contacted to confirm if you have a place as an SRC volunteer or not. This may depend on numbers and range of applications. If you are offered a volunteer role, library staff will contact you to:</p> <ul style="list-style-type: none"> <li>● <i>Invite you for a get-together with the other volunteers</i></li> <li>● <i>Introduce you to the library staff that you will be working with</i></li> </ul> <p>Please note that volunteers will be accepted on a 2 week trial basis</p>
<p>Volunteering – the code of conduct</p>	<p>Volunteers must keep within the boundaries of their role, and follow directions as given by library staff.          All volunteers are required to follow appropriate government COVID guidelines.</p>

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