

Volunteer Role Profile

Role: Early Years Activity Assistant

Supervised by: Library Customer Services Manager, Assistant Library Customer Services Manager or Early Years Development Officer

The library service runs a range of library activities for parents and carers with children under five. The aims of these activities are

- to encourage development of early language and literacy skills
- to encourage non-users to access the library service
- to promote library resources and encourage parents to use the resources available
- to provide a range of high quality learning opportunities for children
- to model good practice for parents and carers
- to provide an activity for all members of the local community, enabling parents to meet one another and support each other.

The role of the volunteer

This is a supporting role, providing additional help to library staff running the activity on a pre-arranged regular basis

- to help set up the activity area before the activity session
- to assist parents arriving for the session, ensuring buggies are safely parked in the designated area(s)
- to ensure all attendees complete the activity register and pay where applicable
- to support staff in the delivery of the session, possibly singing nursery rhymes, distributing musical instruments, books etc, assisting with play and craft activities.
- to help with tidying up, and clearing away and cleaning of toys and equipment after the session
- to promote library services and encourage book borrowing
- to assist parents with the completion of library membership forms.

Please note that some activities are run during library staffed opening hours and some run during self-service opening hours. When activities run in self-service hours library staff are on the premises to deliver the activities and volunteers will always be working alongside those staff.

Skills required for this role

- an understanding of child development and children's learning in the early years



- a good standard of English

The following attributes would be useful in this role

- an outgoing personality
- an artistic/creative flair
- an interest in early education
- knowledge of board books and picture books for under-fives.

Potential outcomes for the volunteer

- The volunteer will gain experience of working with under-fives and their parents
- The volunteer will gain an understanding of how library services work and the role they can play in child development
- The volunteer will receive training on the delivery of activities and events for under-fives
- After an agreed period of volunteering, the library service will provide the volunteer with a reference
- Long term volunteers may get the opportunity to be involved in the planning of activities, in accordance with the Early Years Foundation Stage Curriculum.

