



Role Title: Library Volunteer

Location: The Hub @ Greenford Library

Reports to: Team Leader / Hub Manager

Time Commitment: Minimum 2 shifts per month, 2.5 hours per shift

Duration: Ongoing / Fixed Term

Type: Volunteer (Unpaid)

Role Purpose:

To support the day-to-day operations of the community-managed library, helping ensure a welcoming, inclusive, and efficient environment for library users. Volunteers play a vital role in maintaining services, promoting literacy, and fostering community engagement.

Key Responsibilities:

- Welcome and assist library visitors with general inquiries.
- Check books and materials in and out using the library system.
- Shelve returned books and keep the library tidy and organized.
- Help users locate books or use library resources such as computers and printers.
- Assist in setting up and supporting community events, reading groups, or children's story time.
- Support promotional activities such as creating displays or distributing flyers.
- Maintain confidentiality and adhere to safeguarding policies.
- Report any issues or incidents to the Team Leader.

Skills & Attributes:

- Friendly and approachable with good communication skills.
- Reliable, punctual, and able to work as part of a team.
- Comfortable using basic technology (e.g., computers, barcode scanners).
- Respectful of library users of all ages and backgrounds.
- Willingness to learn and follow library procedures.
- A passion for books, literacy, or community service is a plus.

Training & Support Provided:

- Full induction and role-specific training.
- Ongoing supervision and support from the Team Leaders and Hub Manager.
- Access to optional training or development workshops.

Benefits to Volunteers:

- Make a positive difference in the local community.
- Gain valuable experience in a public service environment.
- Develop interpersonal, organizational, and technical skills.
- Be part of a friendly and supportive team.