**Role Description**

Post Title: Summer Reading Challenge Volunteer

Department: Thriving Communities

Location: Westmorland & Furness Libraries

Date: July and August 2023

1. **Purpose of the Post**
   1. To help run and promote “Ready, Set Read!” (Summer Reading Challenge theme for 2023).
2. **Principal Accountabilities**

2.1 To work with library staff, children, and parents within a library setting.

2.2 Carry out duties in a friendly, polite, and welcoming manner.

2.3 Assist and encourage children with the Summer Reading Challenge.

2.4 Promote Ready, Set Read! within the library and library social media content throughout the summer.

1. **Key Tasks**

3.1 To encourage children to join and complete the challenge.

3.2 To help decorate the library to promote Ready, Set Read!

3.3 Promote and demonstrate the Summer Reading Challenge website.

3.4 Assist library staff in manning the Summer Reading Challenge desk.

3.5 Talk to children in the library about what they have read and help them to find what they want / new authors.

3.6 Give out the free stickers and special gifts to registered children as they progress through the challenge.

3.7 Accurately record information on registration cards as children progress through the challenge.

3.8 To help library staff promote and run activities for children during the summer either online or in person

3.9 To neatly write out names or print certificates as children complete the challenge.

**Person Specification**

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| Criteria | Essential | Desirable |
| Skills/Abilities | Good communication skills  Able to record information accurately and neatly  Able to follow instructions | ICT skills |
| Personal Skills | Flexible  Reliable  Accurate  Able to work with others in teams  Outgoing | Enjoys reading  Enjoys working with children |
| Physical | Able to use the telephone |  |
| Other Relevant Factors | Aged between 14 - 24 | Willing to work in branch libraries |