

Down Memory Lane Co-ordinator

Bedford Borough Libraries Role Profile

Description

Down Memory Lane is a friendly get together where older people get the opportunity to share memories, take part in a quiz or craft activity, but most importantly to socialise over a cup of tea and a biscuit.

Down Memory Lane is held monthly in the Bedford Central Library meeting room on the last Friday of the month between 11.30 and 12.30. This important volunteer role will be responsible for co-ordinating the events and will work with Down Memory Lane volunteers to ensure each session is fun and engaging.

What will I be doing?

With the support of Down Memory Lane volunteers, you will lead in-

- Planning themed sessions with appropriate quizzes or craft activities, and working with library staff to arrange materials in a timely manner
- Preparing the meeting room on the day by putting out quizzes, pencils, etc
- Ensuring that there are enough volunteers at each session
- Serving tea, coffee, and biscuits to attendees
- Welcoming attendees and explaining what will take place at each session
- Gathering ideas from attendees for future sessions

Ideally you will be present at every session, or you will need to arrange suitable cover with Down Memory Lane volunteers when necessary.

What skills do I need?

- Good communication and listening skills
 - Ability to speak in front of a group of people
 - Good organisational skills
 - Patience, flexibility, and a good sense of humour
 - A friendly and approachable manner
 - Ideas for craft and simple creative activities
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When will I be needed?

On the last Friday of every month from 11am to 12.45pm. Occasional meetings with Down Memory Lane volunteers to plan activities will also be necessary, although much of the organisation of events can be done via email with Down Memory Lane volunteers.

Location

Bedford Central Library, Harpur Street, Bedford MK40 1PG. Tel: 01234 718178.

What will I gain from the role?

- You will be providing older people with a stimulating activity in a social environment
 - Experience in planning and delivering activities
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What support will I be given?

Library staff will provide initial guidance and advice, as well as appropriate materials for sessions and support with photocopying and printing.

How do I apply?

Please email Antaya.Lendore@bedford.gov.uk to request an information pack.
