

Events Helper - Adults

Bedford Borough Libraries Role Profile

Description

A volunteer is required to assist staff at one-off events or at regular activities for adults such as Down Memory Lane, our popular reminiscence group at Bedford Central Library, or our Knit and Natter Group and Adults Games Club at Putnoe Library.

What will I be doing?

- Help get the room/area set up
 - Make tea and coffee and clear up at the end
 - Assist staff in putting up displays
 - Help staff run the event as required
 - Chat to the customers.
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What skills do I need?

- A warm and friendly personality
 - Good communicator
 - Organised and reliable
 - Flexibility with hours.
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When will I be needed?

Once or twice a month for about 2 hours, although this could vary.

Location

Bedford Central Library, Harpur Street, Bedford MK40 1PG.

Putnoe Library, Library Walk, Putnoe, Bedford MK41 8HQ.

Wootton Library, Lorraine Road, Wootton, Bedford MK43 8LH

What will I gain from the role?

- A chance to meet new people
 - Work experience in running events.
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What support will I be given?

- Support and guidance in your role
 - An opportunity to attend a get-together once a year.
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How do I apply?

Please e-mail Antaya.Lendore@bedford.gov.uk to request an application pack.