

# Children's Activities and Events Volunteer: Make, Do, Mend Club

## Bedford Borough Libraries Role Profile

---

### Description

Bedford Borough Libraries runs a year round programme of activities and events for children and families. Children's activities and events are designed to inspire a love of reading and to encourage library use. In this volunteer role you will share your crafting skills and help library staff run the weekly Make, Do and Mend Club at Kempston Library.

---

### What will I be doing?

- Set up the Children's Activity area
  - Welcome children, parents and carers as they arrive and oversee buggy parking
  - Participate in the activity session and encourage children and families to participate in the activity/event
  - Tidy the area after the event
  - Encourage and promote library membership
  - Monitor attendance and participate in feedback about the session
  - Help plan future sessions
- 

### What skills do I need?

- Enthusiastic about working with children, parents and carers
  - Keen to work with children on fun, age appropriate craft activities
  - Friendly, helpful and reliable
  - Good communication and listening skills
- 

### When will I be needed?

To help with Make, Do, Mend Club Wednesdays 3.30 – 5.30 pm

---

### Location

Kempston Library

---

### What will I gain from this role?

- Experience of working with children and families
  - Experience of working in a library
  - Experience of being in a work environment and the opportunity to develop confidence and social skills
  - The opportunity to make a difference and contribute to a local library
-

### **What support will I be given?**

- An Induction session and ongoing support will be provided by library staff
  - The Induction session will include awareness training of Health and Safety, Safeguarding Children policies and GDPR training
- 

### **Additional Requirement**

A DBS Check is required for this role

---

### **How do I apply?**

Please e-mail [Bedfordshire.libraries@bedford.gov.uk](mailto:Bedfordshire.libraries@bedford.gov.uk) to request an application pack

---