Cumbria County Council



**Role Description**

Post Title: Young Volunteer for Summer Reading Challenge

Department: Corporate, Customer and Community Services

Location: Cumbria Libraries

Date: July and August 2022

**1. Purpose of the Post**

1.1 To help run and promote “Gadgeteers” (the Summer Reading Challenge theme for 2022).

**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 Gadgeteers within the library and library social media content throughout the summer.

**3 Key Tasks**

3.1 To encourage children to join and complete the challenge

3.2 To help decorate the library to promote Gadgeteers

3.3 Promote and demonstrate the Summer Reading Challenge website

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

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

authors.

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

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

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

3.8 To remind children to finish the challenge on time.

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 neatlyAble to follow instructions | ICT skills |
| Personal Skills | Flexible Reliable AccurateAble to work with others in teamsOutgoing | Enjoys readingEnjoys working with children |
| Physical | Able to use the telephone |  |
| Other Relevant Factors |  | Willing to work in branch libraries |

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