

Hillingdon Library Service

Volunteer Role Profile

English Conversation Volunteer

The library service runs a range of events in libraries aimed at different audiences. The aims of these sessions are to:

- attract the widest range of library users and non-users to events
- promote the library as a community space
- Promote reading and related activities
- celebrate our community and its diversity

Responsibilities

- to support other residents with their English language
- to help set up the space before the event
- to help prepare and share supporting materials where needed
- to welcome and assist residents attending the session
- to record attendance numbers
- to hand out and collect evaluation forms if required
- to help clear away at the end of the session
- to promote library services and encourage library membership

Direct report

- Library Manager or Assistant Library Manager would oversee your work.
On the day, you will report to the staff member leading the session

When would I be needed?

- Session times vary by library. Please contact the branch you are applying to for current dates and times.

Skills and attributes required for this role

- You must be able to relate well to people of all ages and backgrounds
- You must enjoy supporting community activities
- You must have good communication and basic organisational skills
- You must feel confident engaging with a diverse range of people
- You are reliable, approachable, and enthusiastic
- You are happy to help with a variety of tasks

Potential outcomes for the volunteer

- Experience of working with residents
- Develop skills in teamwork, communication, and customer care
- Learn how library services work and their role in developing services
- Training and support relevant to the role