

Volunteer Role Description

Role: Coffee and Conversation Volunteer

Organisation: Glen Hills Library

Activity:

The purpose of a Coffee and Conversation volunteer is to provide a warm welcome and help elderly/isolated members of the local community to access library resources. Volunteers will take time to get to know participants and their reading preferences. Participants may need support in locating/retrieving reading material off shelves and helping them loan and return books using the library systems. The role is ideally shared by more than one volunteer so that individuals are supported. Volunteers will be involved in:

- Set up and help facilitate a Coffee and Conversation session in the library
- Welcome elderly participants and their carer's as they arrive and introduce new people to the group
- Help attendees select reading materials
- Encourage and support elderly participants/carers to socialise with other members
- Use appropriate library resources for the sessions
- Support individuals buying refreshments from the cafe
- Promote library services (as appropriate)

Personal development opportunities:

- Gain or develop experience working with elderly and carers in library setting
- Achieve satisfaction of working with the elderly and helping them to access books
- Further develop social skills and confidence when working with the elderly
- Experience and rewards of being a valued member of a wider volunteering community
- Gain a unique volunteering experience which could support a personal statement or job application

When: 2-3pm on the first Wednesday of the month

Where: Glen Hills Library

Supported by: A member of the Volunteer Working Group

Is this you?

- Looking to gain or develop experience working with the elderly
- Sociable, friendly, and able to interact confidently with a range of people
- Good communication and listening skills
- Have a positive, patient, and sympathetic attitude
- Reliable and can make a regular commitment to the sessions
- Happy to follow all Covid-19 health and safety measures
- Aged 18 years and over

DBS check needed: Yes ☐ No ☒