



## Reader Development volunteer role profile

### Background

Suffolk Libraries is an independent charity which is contracted by Suffolk County Council to deliver the library service throughout Suffolk. Volunteers play a key role in enhancing the services we deliver.

As well as providing annual online book festivals for our customers we also offer in person author events at our libraries as part of our reader development offer. We are looking for volunteers to help support our Content and Reader Development Librarian deliver these in person library events.

### Role

Events can take place across the county at any of our 44 libraries and will be author events offered for either an adult or young person/children audience. As a volunteer we would not expect you to be able to travel to all of our libraries, instead supporting whichever events you are able to get to. We would also reimburse any travel expenses.

We are looking for volunteers who would be happy to help with the before and after setup of events. This could include preparing refreshments, moving chairs and tables ready for the event/or at the end of an event, post event clear ups and greeting customers.

You will also have the opportunity to watch the event and meet with authors delivering the talks.

### Commitment

You will be sent details of upcoming in person author events in our libraries which you can then confirm with our Content and Reader Development Librarian which events you are able to support.

There is no minimum or maximum number of events you need to support.

### Person Specification

We are looking for volunteers:

- Who are able to physically help move table and chairs for the setup & post clear up after events
- Who are reliable and will arrive on time
- Who are friendly and happy to welcome customers when arriving for events
- Who are happy to set up and clear up refreshments for the events

## **Suffolk's Libraries Industrial & Provident Society Limited**

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