Shelving Squad Volunteer

We are looking for volunteers to help our library run smoothly by ensuring that books are shelved correctly and shelves are kept tidy. You can pass on your knowledge of books and advise customers with recommendations. You also have the opportunity to be creative by making great displays that encourage customers to borrow books and ensure that the library is an interesting and inviting place to be.

What you will do

- Shelve and tidy books
- Create interesting book displays based on special events, seasons or book awards
- Meet and greet our customers in a friendly manner
- Promote the use of self-service machines to our customers
- Help and direct people to materials or facilities they are looking for
- Contribute to a positive atmosphere in the library
- Recommend books to customers
- Assist customers and direct more complex enquiries to a member of staff

You will love this position if you have

- A welcoming personality and helpful nature
- A basic understanding of how the library service operates (this can be from a customer's point of view)
- The ability to work without supervision
- Good organisation skills
- An interest in being creative
- Basic literacy and numeracy skills

www.enfield.gov.uk/libraryvolunteering
What’s in it for you?

- Meet new people and make new friends
- Engage with your local community
- Have fun while learning new skills and helping others
- Gain new skills relating to customer care and creative presentation
- Volunteering can also help you stand out from the crowd which can make you more desirable to prospective employers
- Experience in customer service to put on your CV
- A reference for you when apply for a job

What do you need to know?

- Where will it be? This role can be based at a range of libraries across the borough, ideally at one of our four hub libraries – Edmonton Green, Enfield Town, Ordnance Unity Centre or Palmers Green
- When can I start? As soon as you would like to!
- How much time will it take? We can be flexible with the time and dates you can commit to this volunteer role
- Travel expenses can be reimbursed if required
- Previous library volunteers have successfully been employed by Enfield Council

If you are interested in the role please apply via our volunteer page

www.enfield.gov.uk/libraryvolunteering