Volunteer Co-ordinator

We are looking for someone to help us ensure that everyone gets the most out of volunteering with us. If you would like to become experienced in dealing with people and helping to reward those who contribute to their community, this is the role for you.

What you will do

• Get to know our volunteers and the way in which people apply to become a volunteer
• Help volunteers understand how to log their hours with us
• Organise a general catch up with volunteers from each library
• Bring any concerns or needs to the relevant Team Leader or Volunteer Champion
• Help us develop a reward programme and recognise exceptional contributions by volunteers
• Help us get the best out of our volunteers and use their expertise to expand what we offer in libraries
• Inform volunteers about special celebrations and events taking place in libraries

You will love this position if you

• Are looking to take on a senior volunteer role
• Enjoy engaging with a variety of people of all ages
• Can work independently
• Are patient and understanding
• Are committed to the equality and diversity of the local community
• Enjoy working with people, providing support and working as part of a team
• Are interested in working with and managing volunteers

Skills required

• Leadership
• Confidence when speaking to people
• A friendly disposition
• A positive and cheerful outlook
• Confidence using computer applications
• Good literacy and numeracy skills
• An awareness of facilities and resources in a public library
• A regular commitment to the library service
What's in it for you?

- Training, guidance and ongoing support from experienced staff
- Gain new skills and work experience around customer care and working in a professional setting
- Meet new people and engage with your local community
- Volunteering can also help you stand out from the crowd which can make you more desirable to prospective employers
- Experience in team building, communication and supporting others to put on your CV
- A reference for you when you 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. You may also need to visit a range of libraries across the borough
- When can I start? As soon as you would like to, once you have completed the necessary training
- How much time will it take? We can be flexible with the time and dates you can commit to this volunteer role, we would appreciate a minimum of 4 hours commitment per week
- 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