



Library &
Museum



Volunteer opportunities

Get active,
Get involved!



Bolton
Library and
Museum Services

Introduction to Volunteering

What do Bolton Library and Museum Services do?

Bolton Library, Museum and Archive Services sit at the heart of communities in the borough. The service provides access to information and inspiration through collections and promotes reading for pleasure and learning.

There are various opportunities for you to become involved and discover for yourself how you can support and encourage the community, from young people to older adults, to access and be enriched by our services.

Why should I volunteer?

By volunteering and mentoring, you can enhance the lives of others and your own. It's a great way of getting involved and you will gain experience and skills that can be added to your CV.

You don't need any specific qualifications, just the enthusiasm to help make a difference. So take a look and see what you can sign up for today. There's something in it for you - no matter what your age.

Where will I be volunteering?

You will be based at one of our library and museum venues across the borough. The Home Library Service Volunteer role takes you to care, residential and private homes.

Benefits of volunteering

The benefits of volunteering are:

- give your time to change the lives of others
- develop new skills
- increased personal and professional confidence
- gain experience
- add to CV/Record of Achievement
- be part of a team
- become a role model
- increased job prospects and employability
- travel expenses
- free or low cost training and development
- free entry to museums as part of the North West Museums Volunteer Pass
- we also support young people who are undertaking national initiatives such as the Duke of Edinburgh Awards.

Computer Mentor

What will you do?

Assist learners in acquiring ICT skills and the confidence needed to use computers, the internet and various digital devices.

What's in it for you?

- Become part of a friendly and dedicated team
- Gain valuable experience and improve career prospects
- Gain new skills to help build your CV
- Meet people from all walks of life and make new friends
- Build confidence and face new challenges
- Possibilities to develop further skills with optional accreditation

What's involved?

The tasks of the role will depend upon which session is being delivered and the needs and requirements of the learner. Sessions could include helping learners with basic internet and computer skills through to more specific hardware, software and online applications, for example coding, help with tablets and smartphone apps.

This role will suit people who

- are enthusiastic and friendly
- are aged 18 years of age and over
- enjoy meeting and helping people

When will it happen?

Delivery of learning sessions for an initial six month period

- 1-1 Sessions as and when required
- Drop In Scheduled sessions - varied dates and times

Where will it take place?

Central Library and/or Community Libraries.

Who will I be working with?

You will work individually as well as part of a team with other volunteers, members of the library and museum staff.

Support and training

An induction to the service and appropriate training will be provided.

How long will I volunteer for?

There will be a review after three months, but the period of volunteering could be extended.

Historic Halls Volunteer

What is it?

Working with the staff at the Historic Halls (Smithills Hall or Hall'i'th'Wood), you will help engage with customers by assisting in the development and delivery of weekend and holiday activities and events.

What's in it for you?

- Gain new skills to help build your CV
- Work as part of a team
- Meet new people and make friends
- Share your creative ideas and help make a difference to customers experience

What's involved?

- Assisting with the preparation and delivery of craft activities
- Engaging with children and their families and assisting them with an enjoyable experience to the Halls

This role will suit people who

- Are enthusiastic and friendly
- Enjoy meeting people and working with children and families
- Enjoy working as part of a team
- Are creative and like helping others
- Enjoy arts and crafts
- Are aged 18 years and over

When will it happen?

During weekends and school holidays.

Where will it take place?

Smithills Hall and/or Hall'i'th'Wood Museum.

Who will I be working with?

Museum staff.

Support and training

An induction to the service and appropriate training will be provided.

How long will I volunteer for?

There will be a review after three months, but the period of volunteering could be extended.



Home Library Service

What is it?

Helping to support our Home Library Service to deliver books to housebound customers.

What's in it for you?

- Become part of a friendly and dedicated team
- Gain new skills to help build your CV
- Meet people from all walks of life and make new friends
- Help to provide access to reading and information
- Know you have made a difference to someone's day

What's involved?

- Helping to select books and other reading materials
- Delivering reading material to our customers in their own homes once a fortnight
- Acting as a reading partner to Home Library Service customers and taking note of the authors and types of book they like to read
- Returning loans to the local library

This role will suit people who

- Are enthusiastic
- Are friendly
- Enjoy meeting people
- Enjoy working as part of a team
- Are 18 years and over

When will it happen?

Hours to suit you and the customer.

Who will I be working with?

The Home Library Service team.

Support and training

You will be working closely with the staff from the Home Library Service who will be on hand to offer any help and support you may need.

An induction to the service and appropriate training will be provided including information and advice on lone-working, working with adults at risk and people with hearing and visual impairments.

How long will I volunteer for?

There will be a review after three months, but the period of volunteering could be extended.

Library Visitor Volunteer

What is it?

Helping to support our service, library volunteers are vital in helping people to get the most from their visits. They meet and greet our customers and help them to learn more about what is available for them. They also assist with a wide range of activities.

What's in it for you?

- Become part of a friendly and dedicated team
- Gain new skills to help build your CV
- Meet people from all walks of life and make new friends
- Share existing skills with other people
- Know you have made a difference to someone's day out

What's involved?

- Delivering a welcome to our visitors
- Helping with directional and basic enquiries; providing information on services and events
- Assisting with reader development work including shelf tidying and book displays
- Promoting and assisting customers with online resources
- Assisting customers with self-booking onto computers

- Helping customers use the self-issue facilities and to place online reservations
- Assisting with basic ICT enquiries
- Selecting items for the Home Library Service

This role will suit people who

- Are enthusiastic, friendly
- Enjoy meeting people
- Enjoy working as part of a team
- Are aged 18 and over

When and where will it happen?

- During library opening hours at Community Libraries.

Who will I be working with?

- Library staff.

Support and training

An induction to the service and appropriate training will be provided.

How long will I volunteer for?

There will be a review after three months, but the period of volunteering could be extended.

Museum Visitor Volunteer

What is it?

Visitor volunteers are vital in helping people to really enjoy their visits. They help to bring the buildings and collections to life, informing and inspiring our visitors and helping them to learn more about what is available for them and to raise their enjoyment of the day.

What's in it for you?

- Become part of a friendly and dedicated team
- Gain new skills to help build your CV
- Meet people from all walks of life and make new friends
- Help to bring new audiences and voices into the museum
- Know you have made a difference to someone's day out

What's involved?

- Delivering a welcome to our visitors
- Interacting with the visitors in the galleries
- Leading visitor tours
- Object handling
- Helping at events

This role will suit people who

- Are enthusiastic
- Are friendly
- Enjoy meeting people
- Enjoy working as part of a team
- Are aged 18 years and over

When and where will it happen?

During opening hours at Bolton Museum.

Who will I be working with?

Museum staff.

Support and training

An induction to the service and appropriate training will be provided.

How long will I volunteer for?

There will be a review after three months, but the period of volunteering could be extended.



Storytelling and Events



What is it?

To encourage children and their families to take part in reading activities and have a fun engaging experience in the library. This role involves preparing and delivering themed storytelling sessions and a simple craft activity. In addition volunteers can help deliver themed craft and reading activities throughout the year to promote reading including BookStart and Summer Reading Challenge.

What's in it for you?

- Gain new skills to help build your CV
- Work as part of a team
- Meet new people and make friends
- Share creative skills
- Have fun

What's involved?

- Delivering storytelling sessions in the library to children and families
- Assisting with the preparation and delivery of craft activities
- Assisting staff deliver craft activities and events during Summer Reading Challenge and other promotional days throughout the year

This role will suit people who

- Are enthusiastic and friendly
- Enjoy meeting people and working with children and families
- Enjoy working as part of a team
- Are creative and like helping others
- Enjoy arts and crafts
- Are aged 18 and over

When will it happen?

Regular weekend hours as agreed with staff (either Saturday or Sunday depending on library), summer holidays and additional national promotional days throughout the year.

Where will it take place?

Community Libraries and Central Library.

Who will I be working with?

Library staff.

Support and training

An induction to the service and appropriate training will be provided.

How long will I volunteer for?

There will be a review after three months, but the period of volunteering could be extended.

Imaginators

What will you do?

Working as part of a team with other young people, you will help library and museum staff to develop and deliver a range of family friendly activities, such as crafts, storytelling and more. You will help to plan and deliver regular activities and other seasonal special events, such as the Summer Reading Challenge and National Libraries Day.

You will also help to promote books and reading to young people and will be involved in digital promotion through social media and the Imaginators blog:

www.boltonlmsimaginators.wordpress.com

www.twitter.com/BltnImaginators

What's in it for you?

- Improve your CV
- Work as part of a team and have fun
- Gain experience working with children and families
- Have the opportunity to work towards recognised accreditation schemes
- Develop and share creative skills

What's involved?

Duties will vary according to location but could include:

- Planning and delivering sessions such as storytelling, crafts, object

handling

- Promoting books and reading to young people e.g. online or through reading groups

This role will suit people who are....

- Aged 14-21
- Creative and helpful
- Interested in gaining experience in a museum or library
- Wanting to work with children and young people

When and where will it happen?

Regular weekend hours (either Saturday or Sunday) as agreed with staff, summer holidays and additional national promotional days throughout the year at Bolton Central Library and Museum.

Who will I be working with?

- Library and Museum Staff
- Other young people

Support and training

An induction to the service and appropriate training will be provided.

How long will I volunteer for?

There will be a review after three months but the period of volunteering could be extended.

Guidance Notes

When completing application forms please ensure that:

- All questions are answered
- The form is legible
- State which role you are applying for.

References

We require two people who we can contact to complete reference request forms, who can comment on your personal qualities. Referees can be colleagues, employers, teachers, college, university tutors and friends (over 18) but not family members.

Data protection

Confidential information recorded about volunteers is not shared with other bodies and is maintained in compliance with data protection legislation.

Disclosure and Barring Service

Bolton Library and Museum Services are committed to safeguarding children and adults at risk. Some volunteer roles require a DBS check and volunteers will need to sign up to the Disclosure and Barring Update Service.

Volunteer Application

Title: Mr/Mrs/Miss/Ms/Dr/Other

Name: _____

Address: _____

Postcode: _____

Telephone (Home /Work / Mobile): _____

Date of birth: _____

What date can you start: _____

Take a look at our volunteer role descriptions which can be found in this leaflet or online at www.boltonlams.co.uk/get-involved/volunteering. Then please tick the role you are interested in.

Please note: not all roles have vacancies at all times

- | | | |
|-----------------------------------|--------------------------|--------------------|
| Adult Computer Mentors | <input type="checkbox"/> | (18 and over) |
| Historic Halls Volunteer | <input type="checkbox"/> | (18 and over) |
| Home Library Service Volunteers | <input type="checkbox"/> | (18 and over) |
| Library Visitor Volunteers | <input type="checkbox"/> | (18 and over) |
| Museum Visitor Volunteer | <input type="checkbox"/> | (18 and over) |
| Storytelling and Events Volunteer | <input type="checkbox"/> | (18 and over) |
| Imaginators | <input type="checkbox"/> | (14 – 21 year old) |

It is a condition of an offer of some voluntary work with members of the public that a security check will be made by Bolton Library and Museum Services.

This will include a search done by the Disclosure and Barring Service. Individuals who refuse to comply with this request will not be accepted as a volunteer.

| Times Available: | | | | | | | |
|------------------|-----|------|-----|-------|-----|-----|-----|
| | Mon | Tues | Wed | Thurs | Fri | Sat | Sun |
| Morning | | | | | | | |
| Afternoon | | | | | | | |
| Evening | | | | | | | |

Please tell us about your suitability to be a volunteer:

The length of your volunteering will depend on the role you choose and on the needs of the service.

References

Please give the names and addresses of two people we can contact as referees to comment on your suitability to volunteer with Bolton Library and Museum Services. A referee cannot be a family member. Individuals who refuse to comply with this request will not be accepted as a volunteer.

1.

2.

The information supplied is required for administrative and security reasons and also to ensure we find suitable volunteers. Your records will be held by Bolton Library and Museum Services and we will not pass your details to any third party without your agreement.

Please return the application to your local library, by post to Volunteer Co-ordinator, Bolton Central Library and Museum, Le Mans Crescent, Bolton BL1 1SE, or by email to **blamsvolunteering@bolton.gov.uk**

