Role Description

Role Title: Music, Rhythm and Rhyme Volunteer

Service: Libraries

Responsible to: Library Manager

Torbay libraries main purpose is to deliver a service where everyone may exercise their right to have access to reading and books, information and knowledge and opportunities for learning and education. More than ever before the use of library services is changing. Our vision is to develop our library service so that it is fit to serve, and be responsive to the needs, of Torbay in the 21st century.

**Purpose of Role:**

To assist library staff with the smooth running of Music, Rhythm and Rhyme sessions and enhance the experience for babies, children and families.

**Our Music, Rhythm and Rhyme volunteers help us by:**

* Helping to set the room up for Music, Rhythm & Rhyme sessions;
* Talking to families and making them welcome;
* Assisting library staff during the session by operating a CD player when required;
* Giving out resources and making sure everyone has what they need to enjoy the session;
* Helping to tidy away at the end of the session;
* Enthusiastically joining in singing;
* Encouraging families to borrow books and use library services;
* Assisting library staff in clearing away and tidying up at the end of the session

**Our Music, Rhythm and Rhyme volunteers will:**

* Enjoy the experience and is able to make a positive contribution to library activity; Have a responsible attitude towards voluntary work;
* Be reliable, punctual, friendly and enthusiastic.

**People our volunteers will meet:**

* Babies, toddlers, children and parents / carers
* Library Staff
* Other volunteers
* Members of the public and other visitors to Paignton Library

**Working Environment & Conditions:**

Lively and friendly library environments

**Physical Demands of the role:**

* Normal physical effort – some movement of chairs and small items before and after sessions will be required in accordance with Health & Safety guidelines.
* Frequent bending down to retrieve instruments, scarves, play animals etc will also be necessary.
* Tidying and cleaning of resources

**Torbay Libraries will provide:**

* Repayment of travel expenses in relation to your volunteering role; we don’t want you to be out of pocket as a result of your volunteering for us.
* Friendly staff to advise and support you.
* DBS check (formerly police check) if applicable.

# Other Information

# All volunteers must commit to Equal Opportunities and Anti-Discriminatory Practice.

1. Observe and comply with relevant Torbay Council policies - in particular the Health and Safety Policy as supported by the Library Services Policy on health and safety matters, and the Policy and Staff Guidelines for the Safety of Children and Young People Using Torbay Libraries.
2. The Council operates a Smoke-Free Policy and volunteers are prohibited from smoking in any of the Council's buildings (including Council owned and Council leased buildings, but excluding designated areas in residential schemes), enclosed spaces within the curtilage of buildings, and Council vehicles.
3. Volunteers are expected to familiarise themselves with and adhere to all relevant Council Policies and Procedures.
4. The volunteer must comply with the Council’s Health and Safety requirements as outlined in the H&S policy appropriate to the role

# Torbay Council is committed to safeguarding and promoting the welfare of children and volunteers must be willing to undergo checks (DBS) appropriate to the role.

1. Volunteers will receive relevant induction training (including training on relevant policies, manual handling, safeguarding, health and safety and library services for children and families) and ongoing support from library staff.

# Volunteers are able to claim for expenses incurred whilst volunteering e.g. travel costs. Volunteers must be registered prior to undertaking any voluntary work for which they will claim expenses. A registration form must be completed and submitted to the Payments Section.