Role Description

Role Title: Computer Buddy 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 help members of the public with computer and internet enqueries either by pre-booked appointments or drop-in sessions.

**Computer Buddy Volunteers help us by:**

* Helping members of the public with varied computer based tasks on public computers within the library such as email use, attachments, printing etc;
* Encouraging the public to use the large range of self help computer books;

**Computer Buddies**:

* Enjoy the experience
* Make a positive contribution to library activity and develop skills.
* Have a responsible attitude towards voluntary work
* Are reliable, punctual, friendly and enthusiastic.

**People volunteers meet:**

* Library users
* Library staff
* Other volunteers

**Working Environment**

* You will be volunteering in lively and friendly library environments;

**Physical Demands**

* No physical demands

**Torbay Libraries will provide:**

* The use of library PC
* 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.
* A DBS (police check) application (if necessary).

# Other Information

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

1. 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.
2. Volunteers are expected to familiarise themselves with and adhere to all relevant Council Policies and Procedures.
3. The volunteer must comply with the Council’s Health and Safety requirements as outlined in the H&S policy appropriate to the role

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# 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 applied for.

1. Volunteers will receive relevant induction training (including training on relevant policies, manual handling, health and and ongoing support from library staff.