Role: Computer Buddy Volunteer

Department: Commissioning, Communities and Policy (Derbyshire County Council)

Main activity – Supporting informal IT learning sessions in the library

Tasks will include:
- Holding IT tuition sessions for individual adults or small groups of adults.
- Helping library users gain the basic skills needed to use a computer eg Microsoft Word, using the Internet and how to set up and use an email account.
- Supporting library users with more advanced computer skills (this will be dependent on your knowledge)

What could you get out of it?
- Experience of training individuals and groups
- Sharing your knowledge and experience of computers with absolute beginners

When?
1-2 hours a week as suits you and as agreed with library staff

What we do for you
- An induction and full training and support for the role will be given by Derbyshire Library Service
- Travel expenses can be reimbursed

Is this for you?

We are looking for:
- A computer literate person with sound knowledge of Microsoft Office, email and using the Internet
- A friendly person who is able to interact with staff and other volunteers as well as the general public
- A clear and confident communicator
- A person with patience
- A person with experience and confidence in training people in IT would be an advantage but not essential as training and support will be given
- A willingness to commit to the role for a minimum of 3 months
- A willingness to comply with the County Council’s Data Protection, Health and Safety, Equality and Diversity and Environmental policies
- A written recommendation from two referees
Role: Reading / Listening Group Support Volunteer

Main activity – Supporting adults, including those with visual impairments, to participate in regular reading groups.

Tasks will include:
- Reading/listening to a selected book before each meeting and discussing it with group members
- Helping member of staff to distribute refreshments
- Helping members of the group who have limited mobility to access facilities
- Contributing to a welcoming and friendly atmosphere and encouraging participation from all group members
- Promotion of the group when encountering potential new members

What could you get out of it?
- Sharing and developing a knowledge of books
- Participating in a reading group

When?
The groups run for 1-2hrs every 4-6 weeks

What we do for you
- An induction and full training and support for the role will be given by Derbyshire Library Service
- A copy of the book will be freely available
- Travel expenses can be reimbursed

Is this for you?
We are looking for:
- A reliable person
- A person with the ability to and enthusiasm for working with the public
- A person who would enjoy working with visually impaired people
- A clear and confident communicator
- A person with an interest in books and talking about them
- A minimum commitment of 6 months
- A willingness to comply with the County Council’s Data Protection, Health and Safety, Equality and Diversity and Environmental policies
- A written recommendation from two referees
Role: Library Event Support Volunteer

Main activity – Supporting the delivery of events and activities organised by Derbyshire County Council Libraries

Tasks will include:
- Preparation of the area where the event or activity is taking place
- Preparation of supporting activities and materials
- Support of activities for disabled people, people with Learning Disabilities, visual impairments, children, families and older people etc
- Registration of attendees
- Preparation and distribution of refreshments
- Help to ensure the smooth running of the event or activity
- Help to clear away after the events
- Possibility of money handling

What could you get out of it?
- Gaining experience in event preparation and running
- Provision of books, craft materials and other supporting materials will be provided
- Attending and participating in events and activities run by the library

When?
The events run for 1-4hrs. You will be contacted well in advance of the event to check availability

What we do for you
- An induction and full training and support for the role will be given by Derbyshire Library Service
- Travel expenses can be reimbursed

Is this for you?

We are looking for:
- A reliable person
- A person with the ability and enthusiasm for working with the public
- A clear and confident communicator
- Effective organisational skills
- A minimum commitment of 6 months
- A willingness to comply with the County Council’s Data Protection, Health and Safety, Equality and Diversity and Environmental policies
- A written recommendation from two referees
Role: Family History ICT Volunteer

Main activity – Supporting informal Family History learning sessions in the library.

Tasks will include:
- Holding Family History training sessions for individual adults or small groups of adults.
- Helping library users gain the basic skills needed to use Family History websites such as Ancestry, Free BMD, FamilySearch
- Supporting library users with more advanced computer skills (this will be dependent on your knowledge).

What could you get out of it?
- Experience of training individuals and groups.
- Sharing your knowledge and experience of computers and Ancestry with others.

When?
- 1-2 hours a week to suit you and as agreed with library staff.

What we do for you
- An induction and full training and support for the role will be given by Derbyshire Library Service.
- Travel expenses can be reimbursed.

Is this for you?
We are looking for:
- A computer literate person who is confident using the internet to research family history
- A friendly person who is able to interact well with the general public as well as with library staff and other volunteers.
- An enthusiastic person who has an interest in using the internet to research Family History
- A clear and confident communicator.
- A person with patience.
- A person with experience and confidence in training people in IT would be an advantage but not essential as training and support will be given.
- A willingness to commit to the role for a minimum of 3 months.
- A willingness to comply with the County Council’s Data Protection, Health and Safety, Equality and Diversity and Environmental policies.
- A written recommendation from two referees.