



## **Z-arts Children's Library helpers needed!**

Z-arts are on the lookout for a team of volunteers to help in our Children's Library. Our library is a community library and part of Manchester Libraries network.

### **The Role**

#### **As one of our helpers you will...**

- assist Z-arts staff with our programme of activities for babies and children within the library.
- welcoming children and parents as they arrive into the library and for events.
- helping prepare for regular baby and toddler activities in advance of sessions, including preparing activities and setting out equipment.
- joining in with activities as appropriate and assisting children to further develop their own skills.
- support a range of children's activities which could include craft sessions, colouring, LEGO construction, storytelling and quizzes.
- help keep the library looking inspiring and create imaginative displays.
- help children and families find books they'll love.
- encouraging library visitors to become members.

#### **This volunteer role is suitable for you if:**

- if you're enthusiastic about encouraging children's literacy, learning and development.
- if you're passionate about books, reading, stories, imagination and creativity.
- if you want to help children and their families participate in library activities.
- if you're looking for experience volunteering with children or within a library setting.
- you're able to commit a small amount of time each week.

**Anyone is welcome to apply to volunteer: parents, carers, grandparents and students.**

#### **Required skills, experience, interests and knowledge...**

##### **You will need:**

- reliability and the ability to make a regular commitment to the library.
- enjoyment in working with children.
- be proactive and self-directed.
- clear communication skills.



- fun and friendly attitude.
- be inclusive and welcoming.
- the ability to manage activities for children and families and encourage them to take part.
- an interest in children's literature.

## **Benefits of volunteering**

### **By volunteering in this role, you will get:**

- new skills, experience and knowledge of helping within a Children's Library located in the UK's only dedicated art centre for children and families.
- a boost to your communication skills and confidence.
- friends and social contact.
- evidence for your CV.
- reference for future employment (if needed).
- free tickets to Z-arts events and performances.
- free refreshments from the café for each volunteering session.
- staff discount in the shop.
- wider opportunities from Manchester Libraries Network.
- opportunities to engage with creative programme.

## **Hours of volunteering**

- The Library is open from 10am to 6pm Tuesday to Friday and 9.30am to 4.30pm on Saturdays
- You can see the full programme of activities here: [Z-arts Children's Library - Z-arts](#)
- We are looking for people who can commit a small amount of time each week.
- We ideally need day volunteers on Tuesday and Wednesday from 10am to 12pm to support pre-school & baby activities.
- We ideally need afternoon volunteers Tuesday to Friday from 3pm to 6pm.
- We ideally need weekend volunteers anytime on Saturday from 9.30am to 4.30pm.
- We would appreciate a commitment for at least 12 months but are very flexible in this request.

## **Location**

This role will be based at **Z-arts Children's Library, 335 Stretford Road, Hulme, Manchester M15 5ZA**



## **Travel**

If needed, volunteers can ask for reimbursement of reasonable expenses for travel to and from Z-arts.

## **Training and support**

### **You will receive the following training:**

- induction, health & safety, safeguarding, general information about Z-arts and the Children's Library.
- opportunity to join Z-arts staff development programme and training opportunities.
- opportunity to join Z-arts wellbeing, diversity and access subgroups.
- opportunities to learn about children's development, learning, literacy and literature.

### **You will receive the following support:**

- regular contact with the Head of Creative Development and Creative Team members, Visitor Experience Manager and the Creative Assistant who helps manage the volunteer programme.
- support from Z-arts Staff who understand and undertake role.
- opportunity to meet with other volunteers.

## **The volunteering process:**

First register your interest by emailing [tabitha@z-arts.org](mailto:tabitha@z-arts.org)

There is no application deadline as this is a rolling programme of volunteer recruitment.

We will then send you a short simple application form to fill in.

You will also need to:

- attend a short, informal meeting.
- give us details of 2 references.
- complete an Enhanced Disclosure and Barring Scheme check prior to starting.
- We'll process the required Enhanced Disclosure and Barring Scheme check for you for free.
- If your volunteering application is successful and once we have your references and a satisfactory DBS check we'll confirm your acceptance.
- Then we will agree your training and session start dates and times for your role.