

Warwick Volunteers

Little Readers Project Leader

The aim of the project is for younger children to develop a love of reading and books.

Little Readers volunteers support reading with younger children by delivering 'Storytime' sessions in local council run libraries at specified times.

Training will be provided for the volunteers by the central library team.

Roles and Responsibilities

- Work with Warwick Volunteers staff to promote the project and actively recruit volunteers.
- Create publicity resources as required.
- Contribute to Warwick Volunteers social media accounts.
- Arrange and lead introductory meetings for volunteers.
- Responsible for the project resource email account and answer any questions or queries volunteers may have.
- Manage a project budget.
- Maintain regular communication with designated staff member and library contacts to keep up to date with progress and inform them of any issues.
- Maintain regular communication with volunteers and support as required.
- Advise volunteers on travel arrangements to and from the sessions.
- Log hours on portal.
- Gain feedback from volunteers.
- Maintain and update the information in the shared folder and prepare a handover for the new Project Leaders.
- Actively uphold Warwick Volunteers policies and procedures

All Project Leaders will receive ongoing support and guidance from Warwick Volunteers and will work alongside a designated staff member.