

## Volunteer Role Description

<b>Role Title</b>	Code Club Volunteer
<b>Main Location of Role</b>	Exeter Library
<b>Responsible To</b>	Volunteer Co-ordinator/Centre Manager
<b>Purpose of Role</b>	To be part of the team helping to develop Code Club at the new Exeter Library and helping to make it a success. Code Club is designed to be fun and creative. You will be a role model for potential coding kids anywhere, showing them how enthusiastic you are and how much you love programming! Several volunteers will be recruited to carry out this role.
<b>Length of Opportunity</b>	Up to 1 year
<b>Tasks &amp; Responsibilities</b>	<ul style="list-style-type: none"> <li>✓ Offer a friendly welcome to all members of the community using the building</li> <li>✓ Present workshops to groups of children using Scratch and Python</li> <li>✓ Work with children on a one-to-one basis or in small groups on specific projects</li> <li>✓ Refer library users who need further information onto library staff</li> <li>✓ Assist centre staff with event preparation and setting up the space and tidying after the event, i.e.: re-shelve items</li> </ul>
<b>Skills &amp; Experience</b>	<p>Devon Libraries are looking for individuals who:</p> <ul style="list-style-type: none"> <li>✓ Have good communication skills</li> <li>✓ Have experience of dealing with the public and especially children</li> <li>✓ Must have a reasonable knowledge of programming</li> <li>✓ Demonstrate flexibility and commitment</li> <li>✓ Are organised with a professional attitude</li> <li>✓ Have an interest and enthusiasm in libraries</li> </ul>
<b>Requirements</b>	<ul style="list-style-type: none"> <li>✓ Reliability and the ability to make a regular commitment to the library</li> <li>✓ <u>A Disclosure and Barring (DBS) check is required for this role.</u></li> </ul>
<b>Review Date</b>	All volunteers will be required to undertake a trial period of up to 10 hours. Volunteers will undertake regular review meetings with their supervisor.