

Willingdon Community Hub Library

Coppice Avenue, Eastbourne BN20 9PN



Young Volunteers Objective and Young Volunteers Code of Conduct v 2 Sept 2022

1. To understand the running of the Hub and the needs of the user
 - a. To engage with all library hub volunteers and users and assist them eg finding books, offering refreshments, washing up, helping with displays
2. To demonstrate independent thinking and initiative - to suggest ideas to improve the running of the hub and identify jobs that need doing before being asked to do them.
3. To understand the library cataloguing system and filing system.
4. To be able to re-shelve books correctly.
5. To receive basic training on the library computer system and be able to check books in and out, to be able to enrol new users and to look up books on the system.
6. To understand the charitable principles and financial operational needs of the Hub.
7. To undertake basic cleaning tasks to keep the Hub neat and tidy and welcoming to visitors/users.
8. To assist in the new Eco garden (weather permitting).

Version 2 Sept 2022