

## **VOLUNTEER ROLE DESCRIPTION**

### **Library Supervisor**

**Responsible to: Visitor Services Team, Director of Collections and Public Engagement**

#### **Purpose of role**

Library supervisors have a vital role to play in ensuring that the Museum Library is open and operational during the Museum opening hours. This will enable visitors of all ages and backgrounds to have the opportunity to visit, explore and use the Library. You will also support the membership offer of the Dorset Natural History and Archaeological Society by advising members on books available for loan and providing an issue and return service for the loan collection.

#### **Key Tasks for this role may include:**

- Provide a welcoming and informative service to visitors of all ages and backgrounds
- Supervise the Library during opening hours with an oversight of the security and care of the Library collection
- Deliver tours of the Library to visiting groups
- Develop a knowledge of the Library collections and advise visitors and readers on relevant books for their interest and/or research
- Provide and operate an issue and returns service for loaned books to members of the DNHAS
- Develop a working understanding of the index card systems and collection database and be able to support visitors in their use
- To assist in keeping the Library clean and tidy and ensure books are put away after use

#### **We are looking for someone who:**

- Is happy to engage with all visitors to the Museum and Library
- An ability and willingness to use computer databases
- Has some knowledge of the subjects covered by the collections – archaeology, natural history, geology, local history, literature and art
- Has some experience of working in a Library

#### **Support and training**

Full induction training to include Welcome Host, an internationally recognised standard in customer care

Training, instruction and guidance around Museum objects and collections if and where necessary

Opportunities to take part in sector training offered by South West Museums Development Programme and the Dorset Museum Association

#### **Rewards**

- 10% discount in the shop and café
- Unlimited free entry to the Museum with one guest

- Free refreshments when on duty
- The chance to learn new skills and build up existing ones
- The opportunity to make new friends and work within a team
- Regular social events
- Monthly volunteer Newsletter
- The opportunity to work with, and support the preservation of, a nationally important collection

### **Volunteer hours**

In order to provide cover in the Library during Museum opening hours, each volunteer will work to an agreed plan and schedule of attendance. A minimum of four hours per week would be expected.

### **General**

- To comply with the Museum's Health and Safety Policy and to bring to the attention of the Commercial Director in the first instance any issues relating to the health and safety of employees, visitors or volunteers.
- To comply with the Museum's Volunteer Policy and the terms of the Volunteer Handbook.
- Ensure that your name badge is visible at all times when working in the public areas of the Museum.

**Expenses are not available for this role, unless for a short-term placement where the volunteer is in full-time education.**

**The details contained in this volunteer role description reflect the content of this volunteering role at the date of being prepared. It is however possible that over time the nature of the role will change. Therefore, this volunteer role description may, from time to time, be revised.**

**The existence of this role description neither intends nor implies that any employment relationship is to be created either now or at any time in the future.**

