

Position title	Duke of Edinburgh student placement
Location	Any of the larger libraries depending on how many students we currently have volunteering and staff availability.
Responsible to	Library Supervisor
Role summary	A DofE placement at the libraries would introduce you to the world of libraries. You would learn more about how libraries work and take part in some of the activities that we offer.
Responsibilities	As part of your placement at the library, you would: • Learn more about how the library works, including learning about the DEWEY system • Help with shelving and generally keeping the library tidy • Help with culling old stock • Help customers find books and use the self-service machines • Create a top 10 teen book display • Helping out with special events or activities
Skills/abilities/knowledge required	• Enthusiastic and motivated • Literate (English language) and numerate • Communication and interpersonal skills • You need to have the ability to work in a busy and dynamic environment; libraries are active community spaces with frequent interactions, competing priorities, and a strong customer focus • Positive personality • Ability to work on your own and in a team • You must be taking part in a DofE award scheme, on the Bronze award • You must be living or studying in the London Borough of Richmond-upon-Thames
Time requirement	You will normally volunteer for 2 hours a week during your placement; however, this may vary depending on the type of activity you are helping with.
Length of commitment	3 month commitment.

