

| | |
|--|--|
| Position title | Work Experience |
| Location | Teddington, Twickenham or Richmond library clusters |
| Responsible to (Department/Library) | Library Supervisor |
| Role summary | <p>The Richmond-upon-Thames public libraries are offering two week work experience placements for Year 10 and 11 students studying in the local area at local schools working in partnership with Richmond Education Business Partnership.</p> <p>The work experience placement will give you a taste of what it is like to work in a public library. You will learn more about how libraries work and take part in some of the activities and events that we offer.</p> |
| Responsibilities | <p>As part of your placement at the library you would:</p> <ul style="list-style-type: none"> - Learn more about how the library works, including learning about the DEWEY system - Help with shelving and generally keeping the library tidy - Help customers find books and use the self-service machines - Create a top 10 teen book display - Take part in library events and activities such as helping with a special event, assisting with Story time or Tiny Teddies and taking part in Chatterbooks |
| What you will gain | <ul style="list-style-type: none"> - You will be treated like an adult and find out what it is like to work as part of a team - You will get a chance to learn new skills - A successful placement will end with a good reference to show potential future employers - You will meet new people - It will help you to make a decision about which career path you do or don't want to do in the future |
| Skills required | <ul style="list-style-type: none"> - You need to have good communication skills and a mature approach to working face to face with the public. - 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. - You must be honest, reliable, polite and punctual. - You must be able to respect client confidentiality. - You must be prepared to dress in a neat and tidy fashion which conforms with the Libraries Dress Code. - Knowledge of libraries and experience of using libraries would be an advantage. - An enthusiasm for reading and books |
| Next steps | <p>The first step is to complete and return a Work Experience Library application form.</p> <p>If your application is successful you will be sent an email inviting you to set up an interview. The interview must be completed at least two weeks in advance of the start of the placement.</p> <p>Good luck and we look forward to welcoming you at the libraries!</p> |