

## Volunteer Role: Volunteer Coordinator

Flexible four hour shifts available

Weekdays at our HQs in London W10, Leeds LS11 & Birmingham B37



## Become a valued member of our team

The Children's Book Project is a grassroots charity, powered by volunteers at every stage of what we do. At our three Book HQs in London, Leeds and Birmingham we would love you to join us as a Volunteer Coordinator, helping to oversee our regular book sorting events which take place during term time.

We are a very friendly bunch and you will be working as part of a team. We try to give each group of volunteers the fullest insight into our work and so during the course of their time with us they will quality control, organise, sort and box books for delivery. Your role will be to lead them in these tasks to help them understand the value of their contribution and to help the day runs smoothly.

## The role

On any typical day with us this role might include:

- Helping to set up for the day
- Instructing small teams of volunteers how to check, sort or box books
- Organising aspects of the day, for example having oversight of donation packing requirements and ensuring these are met
- Telling volunteers about our work and ways in which they can help

## Who are we looking for?

Absolutely anyone can enjoy this role with us! You might have an interest in our aims, in children's books or in volunteering within your local community. We are looking for people that enjoy communicating with others, working as part of a team and helping to make a tangible difference to the lives of children and young people across the UK.

The role can involve standing for periods of time so you should be mobile. You should have at least basic conversational English.

## What we offer you

The opportunity to work as a fully supported, valued member of our team. Training, ongoing support and great communication. A choice of shifts. Regular socials.

## Anticipated commitment

Our four hour shifts are flexible with varied start times. We run five volunteering days a week in London and two days per week at our Birmingham and Leeds HQs. We look for volunteers to commit to two sessions a month but you can pick dates that work for you.

## To find out more or to apply

Email [clare@childrensbookproject.co.uk](mailto:clare@childrensbookproject.co.uk) to find out more about this role and to come and meet us.

