

Position title	Noticeboard Volunteer
Location	Borough wide The exact location of the 16 noticeboards can be found here: http://www.richmond.gov.uk/community_noticeboards.htm
Responsible to (Department/Library)	Library Customer Service Manager
Role summary	To keep our community noticeboards up to date. As a volunteer you would add new posters and/or change the existing posters once a week at one or more noticeboard.
Responsibilities	<ul style="list-style-type: none"> • Undertake weekly updates of a community noticeboard by adding and removing posters. • Collect posters from the library on a weekly basis. • Place new posters in a clear and orderly fashion. • Log which posters have been removed and which posters have been posted. • To be responsible for the noticeboard key.
Skills/abilities/knowledge required	<ul style="list-style-type: none"> • To be able to travel from the pick-up point to the noticeboard. • Physically fit to carry posters and handle the noticeboard. • To be reliable and punctual. • Ability to work without supervision.
Time requirement	1-2 hours per week

