

<b>Position title</b>	<b>Duke of Edinburgh student placement</b>
<b>Location</b>	Any of the larger libraries depending on how many students we currently have volunteering and staff availability.
<b>Responsible to (Department/Library)</b>	Library Supervisor
<b>Role summary</b>	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.
<b>Responsibilities</b>	As part of your placement at the library you would: <ul style="list-style-type: none"> <li>• Learn more about how the library works, including learning about the DEWEY system</li> <li>• Help with shelving and generally keeping the library tidy</li> <li>• Help with culling old stock</li> <li>• Help customers find books and use the self-service machines</li> <li>• Create a top 10 teen book display</li> </ul>
<b>Skills/abilities/knowledge required</b>	<ul style="list-style-type: none"> <li>• Enthusiastic and motivated</li> <li>• Literate (English language) and numerate</li> <li>• Communication and interpersonal skills</li> <li>• Positive personality</li> <li>• Ability to work on your own and in a team</li> <li>• You must be taking part in a DofE award scheme, on the Bronze award</li> <li>• You must be living or studying in the London Borough of Richmond-upon-Thames</li> </ul>
<b>Time requirement</b>	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 out with.
<b>Length of commitment</b>	3 month commitment.

