

Volunteer Opportunity Outline

Name of opportunity : **Library Trolley Service Volunteer**

Department :	Library, Level 1
Location:	North Devon District Hospital, Barnstaple
General outline of role:	To select stock for the library trolley and issue books to the patients on the medical and surgical wards at North Devon District Hospital.
Key responsibilities:	To ensure that a good selection of reading material goes to the wards and that books left by discharged patients are collected. To shelve returned books. To maintain patient confidentiality at all times.
Key tasks involved:	Stock selection, keeping the trolley tidy, issuing books, shelving and talking to patients.
Key people the volunteer will be working with:	Library staff and other Volunteers (the trolley is always taken round by two volunteers).
Time commitment – details of days and hours required and what flexibility there is, if any	Ideally one Tuesday or Friday afternoon per month from about 14.00-16.30. Extra sessions may be available.
Skills required	A relaxed, friendly personality who is able to chat and listen to patients. Understanding of patient confidentiality and the ability to maintain confidentiality at all times Some knowledge of novels and non-fiction material would be an advantage, but is not essential. The ability to walk round the hospital pushing

	a trolley full of books, so some physical fitness is required.
Any specific educational requirements/qualifications	Basic literacy skills.
Workplace training required for role, if appropriate	NDHT volunteering induction, and work place induction.
Will driving be required?	No. Travelling expenses or parking can be paid.
Will DBS be required?	Yes.