**Conservation Volunteer: Book Group Leader**

## Summary:

We are seeking an individual to lead our monthly Book Group, fostering an inclusive and engaging environment for all participants. As the Book Group Leader, you will coordinate meetings, facilitate discussions, and ensure a welcoming atmosphere for up to 10 attendees. This role involves organising book orders in advance through the library and growing with the group as it starts from 3 individuals to a maximum of around 10.

You will need to attend a volunteer induction before you start. In addition, you are invited to join a couple of the current book groups to see how they are run. A designated Customer Services Assistant will also be available to support you as the book group naturally grows and develops.

#### Main Activities:

* Leading monthly book group meetings
* Ordering books in advance through the library system
* Creating a welcoming and inclusive atmosphere for all participants
* Facilitating discussions and ensuring everyone has a chance to contribute
* Growing the group's membership from a minimum of 3 interested individuals to a maximum of 10 attendees
* Collaborating with the library and other stakeholders to enhance the book group experience

#### Role Requirements:

* Friendly and welcoming demeanor
* Enthusiasm for engaging with individuals of diverse backgrounds and ages
* Proactive and helpful attitude
* Previous experience in leading or facilitating group discussions (preferred but not required)
* Ability to work effectively as part of a team
* Openness to learning and receiving training
* Reliability, punctuality, and professional presentation
* Effective communication skills and ability to work collaboratively
* Working as part of the Amelia Team

#### What the role offers:

* Opportunity to be involved in a local community project
* Meet like-minded people and make new friends
* Gain work experience
* References for other volunteer or employment opportunities

#### Time Commitment

* The Amelia Scott is very flexible, however, we ask you commit to the regular book group meeting of one morning or afternoon a month.

**NB Full support and training will be given. No previous heritage sector experience is necessary.**