Thank you for your interest in volunteering with Southend Libraries and Museums Services. Below is a list of the opportunities available. Please tick which you are interested in.

Library Assistant (Volunteer)
Home Library Assistant
Museum Assistant (Volunteer)
Cliff Lift Operator

**Volunteer Library Assistant**

As a Library Assistant your role will be to support our customers in using our community supported libraries and their facilities. Our community supported library branches are unable to run without the support of our volunteers so your help is vital. Volunteering opportunities are available at Kent Elms, Leigh, Shoeburyness, Southchurch and Westcliff Libraries.

Tasks will include issuing and returning stock, shelving items and locating requests as well as helping with basic enquiries and offering IT support. Volunteers are able to help prepare displays and maintain the appearance of the library in order to create a welcoming environment.

As a volunteer you will meet new people, pass on your love of reading and enthusiasm for authors, books and genres and become a vital link in the community.

**Home Library Volunteer**

The Home Library Service offers a delivery service to people who are unable to visit their local library to enable them to keep up their love for reading or spoken work. Working in a team of two, Home Library Volunteers visit the library and pick out a selection of reading materials, audio books, DVDs and/or CDs in the customer’s chosen genre and then deliver these, once every four weeks, with a friendly face and a smile.

As a volunteer you will meet new people on your route; pass on your love of reading and enthusiasm for authors, books and genres; becoming a vital link in the community for those less able and bring a smile to their faces.

Housebound routes are available from The Forum, Kent Elms, Leigh, Shoeburyness, Southchurch and Westcliff Libraries.

We need volunteers to help us with this service as we have so many housebound clients waiting for you to visit, brighten their day and to bring new adventures to their door.

This opportunity will require a DBS check.

**Volunteer Museum Assistant**

Volunteering as a Museum Assistant at Southend Museums is a wonderful opportunity to promote Southend’s rich and varied history. This volunteering opportunity would be based at Beecroft Art Gallery, Central Museum, Prittlewell Priory or Southchurch Hall. Volunteers are able to choose to assist at one or a variety of the museums to help provide a high quality and enjoyable visitor experience.
Volunteers are required to provide a presence in the museums. Tasks include welcoming visitors, stewarding in our exhibitions, assisting within our museum shops and operating the till.

As a volunteer you will meet new people, learn new skills and volunteer in beautiful surroundings.

On certain days there may be the opportunity to assist in our Planetarium at Central Museum.

Please note Southend Museums are closed on a Monday.

**Cliff Lift Operator**

This is a fantastic volunteering role to assist in the running of the iconic Southend Cliff Lift as a paid tourist attraction.

The opportunity will involve volunteering with one other volunteer or a Museum Officer at a remote location from the remainder of the Museum's estate.

Originally opened in 1912, The Cliff Lift is a single car electronic railway that runs between Western Esplanade and Clifton Terrace. The Cliff Lift reopened following Heritage Lottery Funded renovations in 2010 and offers fantastic views of the Pier and estuary. The lift can hold up to 18 people and has a ramp for disabled access and pushchairs.

Volunteers will be required to collect money and issue tickets for journeys. Volunteers operate The Cliff Lift, assisting and serving customers to provide a high standard of customer service. Volunteers will also answer questions regarding The Cliff Lift and its history and sell merchandise.

As a volunteer you will meet new people, learn new skills and educate visitors about the varied history of Southend.

If you would like further information about volunteering for Southend Libraries and Museums Services please contact the Volunteer Support Team on 01702 534 887 or libraryvolunteers@southend.gov.uk or museumvolunteers@southend.gov.uk.

Please return your completed application form via email or to your local Southend branch library or museum. Alternatively you can post your form back to us at:

Volunteer Support Team
Libraries and Museums Services
Floor 13
Civic Centre
Victoria Avenue
Southend on Sea
Essex
SS2 6ER

Please be aware that in the first instance we will invite you to an interview via email.