

# Volunteering at Doorstep Library Guide

# How is Doorstep Library different to other reading charities?

- We're directly in the home bringing the reading directly to families whether in person or virtually.
- We instil a love of reading for pleasure rather than focusing purely on attainment. It's not only to improve children's future life chances, but to ensure all children are enjoying reading as part of their childhood.
- We encourage the whole family to get involved in the session and give additional support for parents to provide them with the tools so that they can read with their children outside of our reading visits.



# When are our reading visits and what is the time commitment?

	MONDAY	TUESDAY	THURSDAY
<b>HOME READING (in person)</b> 4.30 to 7.00pm	✓	✓	✓
<b>ONLINE READING</b> 4.30 to 6.00pm/6.30pm	✓	✓	✓

You must be able to commit to the whole time slot. Unfortunately, volunteers are not able to start later than 4.30pm as we only offer reading sessions to families once children have finished school and before the family has dinner.



# Home Reading (in person) session overview

You will:

- Volunteer on either a Monday, Tuesday or Thursday starting at 4.30pm and finishing at 7.00pm.
- Meet with your volunteering partner, other volunteers and a Doorstep Library Project Leader at the local base (usually a community centre in the heart of a housing estate) to pick books and plan the sessions for that evening.
- Visit 5 families at their homes for 20 minutes each. It may sound short, but it's enough to make a difference.
- Have fun! If children enjoy the reading, they will improve as well.
- Engage with parents and build relationships: continue to build trust week after week.
- Help us to reach new families in the community by visiting new families at their home and informing them about Doorstep Library.

# Home Reading Volunteer

(in person at the families home)

## Regular

You visit the same families on either a Monday, Tuesday or Thursday at the same location and with the same volunteer partner every week except during school holidays. You will be entitled to two absences per school term. Which equals to volunteering approximately for 32 weeks of the year.

## Semi Regular

You visit the same families every other week on either a Monday, Tuesday or Thursday at the same location with the same volunteer/ 2 volunteer partners each time for 16 weeks of the year.

## Stand-In

You visit different families 12 times a year at different locations, days of the week and with different volunteer partners. You receive weekly emails with the upcoming dates that you can select to volunteer on.

# Where can you volunteer as a Home Reading Volunteer?



We currently work with families in five boroughs: Hammersmith and Fulham, Lambeth, Westminster, Camden and Kensington and Chelsea.

We set up our reading projects on housing estates in under-resourced areas and welcome any family who would like to read with us. Having more volunteers on our team will help us to reach more families.

Alongside home reading projects, we have our Online Reading sessions to expand our reach beyond our current boroughs.

For online sessions, you only need a device with an internet connection and a private place to have the sessions. We will be providing ideas for resources and e-books to use during your reading sessions

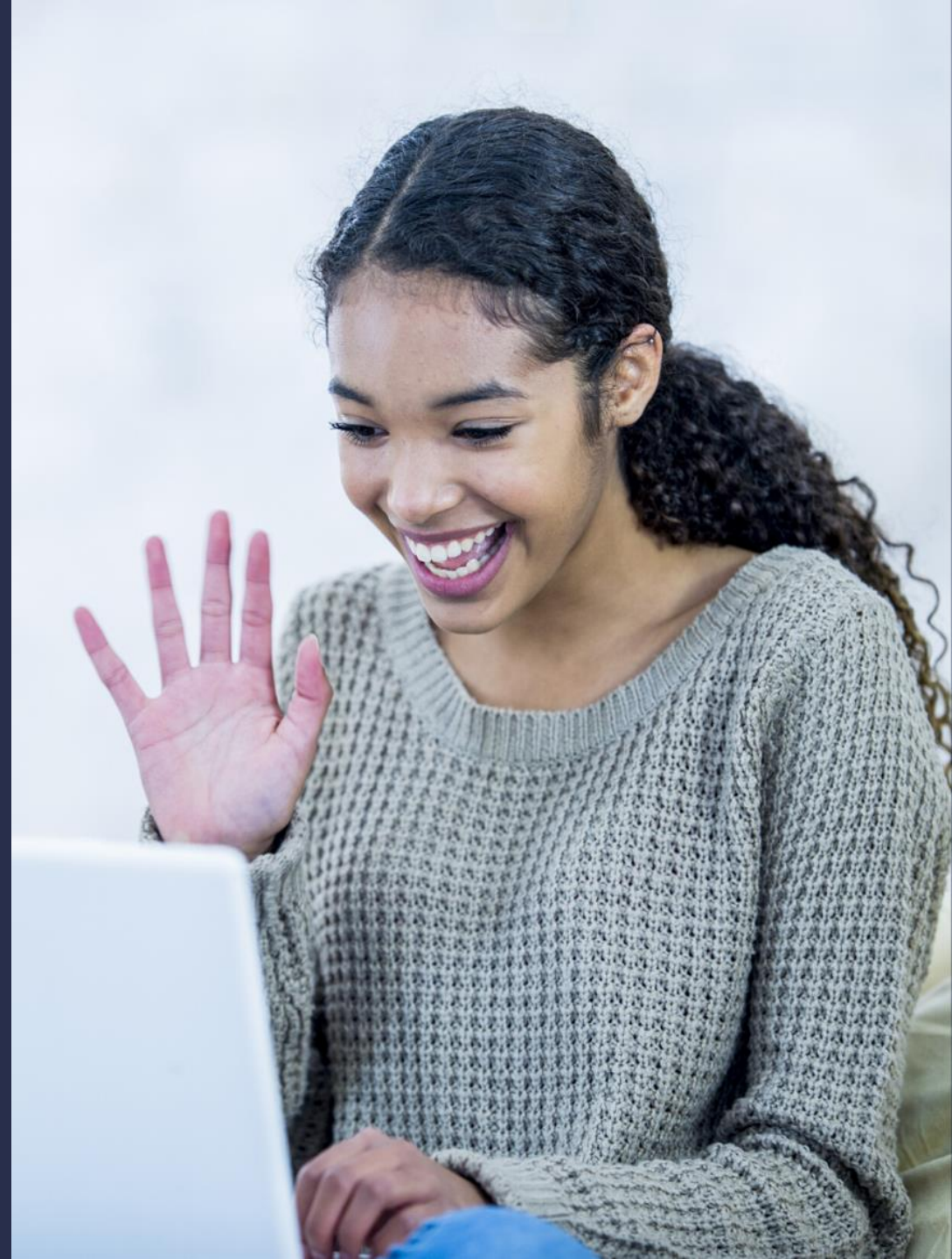
PROJECT	DAY	LOCATION
Camden - Somers Town	Monday	Somers Town Community Association, NW1 1EE
Camden - Euston	Thursday	Regents Park Tenant's Association, NW1 3FB
Westminster - Pimlico	Tuesday	Pimlico Library, SW1V 3AT
Westminster - Queens Park	Monday	Queen's Park Children's Centre, W9 3AL
Westminster - Marylebone	Thursday	The Feathers Community Centre, NW1 6NX
Hammersmith & Fulham - Hammersmith	Monday	Bishop Creighton House, SW6 7PH
Hammersmith & Fulham – Fulham Broadway	Tuesday	Dawes Road Hub, SW6 7EN
Hammersmith & Fulham – Parsons Green	Tuesday	Tudor Rose Community Centre, SW6 5PQ
Hammersmith & Fulham – Shepherds Bush	Thursday	Randolph Beresford Family Annexe, W12 7DE
Hammersmith & Fulham – East Acton	Thursday	Old Oak Community & Children's Centre, W12 0AP
Lambeth – Tulse Hill 1	Monday	Jubilee Community Hall, SW2 2LY
Lambeth - Brixton	Tuesday	Loughborough Community Centre Max Roach, SW9 7NE
Lambeth – Tulse Hill 2	Thursday	The Yellow Qube CIC, SW2 3DH
Kensington & Chelsea – Latimer Road	Tuesday	Silchester Resident's Association, Shalfleet Drive, London, W10 6TZ
Kensington & Chelsea – Worlds End	Thursday	Chelsea Theatre, SW10 0DR

# Online Reading Session Overview

You will:

- Volunteer on either a Monday, Tuesday or Thursday starting at 4.30pm and finishing at 6.00pm or 6.30pm
- Meet with your volunteer partner online at the beginning of your shift to plan the sessions and chose the right books from our online resources.
- Visit 3 families online using Doorstep Library Zoom account.
- 20-minute sessions.
- Have fun!
- Engage parents and build relationships.

\*If you are a regular Online Reading Volunteer, you may need to ring your families if they are running late to the session. This means you will be sharing your number with families for the purpose of the sessions only.





## Online Reading Volunteer

(on Zoom)

### Regular

You visit the same families on either a Monday, Tuesday or Thursday and with the same volunteer partner every week except during school holidays. You will be entitled to two absences per school term. This equals to volunteering approximately for 32 weeks of the year.

### Semi Regular

You visit the same families every other week on either a Monday, Tuesday or Thursday with the same volunteer/ 2 volunteer partners each time for 16 weeks of the year.

### Stand-In

You visit different families 12 times a year on different days of the week and with different volunteer partners. You receive weekly emails with the upcoming dates that you can select to volunteer on.



## Stand-in Volunteers (Home or Online)

- Volunteer when a regular reader can't attend a session. Being a Stand-in Volunteer is a great opportunity to meet and work with different volunteers and families and provides you with more flexibility as you don't need to commit to weekly visits.
- Visiting 3 (Online Reading) or 5 (Home Reading) families.
- Volunteer 12 times a year which works out as volunteering once every 3 weeks during school term time.
- Choose the day (or days) when you can volunteer.
- Our Volunteer Coordinators will email you every week with the upcoming available slots.

# What makes a strong Doorstep Library Volunteer?

**Non-judgemental  
and empathetic**

**At ease with  
children**

**Respectful and  
patient**

**Creative**

We welcome people from all walks of life and children we read with really benefit from a diverse team of volunteers. You don't need any teaching or childcare qualifications. You need to be confident speaking and reading English. Our youngest volunteer is 21 and our oldest 78, so age is never a barrier.

# Application process

Application  
form

Interview

DBS check

Online  
training

Trial  
sessions

Full  
volunteer

- The email you have received contains a link to an application. You can choose only one of the roles on the application.
- After you've completed your application, one of team will be in touch to arrange an online interview. The interview gives us the opportunity to find out more about you and gives you the opportunity to ask any further questions you may have.
- We will then send you instructions to complete a DBS. This is a criminal record check, and because we work with children, we do an enhanced check. You must have a permanent UK address so that we can process a DBS check for you. It is okay to join an online reading session from abroad if you are away temporarily.
- When filling in the application, you will be asked to provide names of two referees, and these will be contacted and asked to provide a reference.
- You will then do your training, which is a mixture of pre-recorded sessions to be done in your own time as well as a live interactive session on Zoom where you can ask questions and speak to our staff team. The training includes an in-depth safeguarding section as well as sections on what books to choose, how to access the online sessions, how to engage with children and parents and everything else you need to know before you start your sessions.