**TOOL LIBRARIAN ROLE - BELFAST TOOL LIBRARY**

Volunteer shifts are 3.5-hours long (allowing for pre-opening tool and administrative preparation.) At the start, you will undertake 3 x 3.5 hour training shifts during library opening hours in which we will take you through shift preparation, our inventory system, admin tasks, payments and tool testing. Full supervision and support is available throughout training and we will look to help develop volunteers in the role through regular contact and feedback. On successful completion of the training, the minimum volunteering requirement is 1 x 3.5 hour sessions a month. You will also be entitled to free annual tool library membership worth £30. Please be aware that once trained, on occasion, some lone working may be required in the absence of another volunteer.

**Tasks and responsibilities:**

Preparing tool reservations ready for collection  
Identifying and problem solving issues with upcoming reservations  
Meeting and greeting library members  
Confidently dealing with member queries  
Accurately updating tool inventory for loans and returns  
Checking/testing returned tools  
Administrative Housekeeping  
Accurately entering new tools into library database  
Communicating changes/actions/queries accordingly to management team

**Skills acquired:** Communication Skills, Customer Service, General Administration, Interpersonal Skills, Inventory Management, Leadership, Problem Solving, Reporting & Dashboards, Stock / Inventory Management, Teamwork, Time Management