



Sekolah Gunung Merapi

Library and literacy development officer: job description

About the school: *Sekolah Gunung Merapi is an independent community learning centre serving vulnerable communities living on Indonesia's most active volcano, Mount Merapi. It was founded in 2015 by a group of individuals concerned with the long term recovery of the communities worst affected by the major volcanic eruptions of 2010. Asides from our work in disaster recovery and mitigation, we are committed to providing the tools required to help the local community address and adapt to urgent global challenges; rapid environmental change and increasing social and economic instability.*

We have two teaching spaces, a library and various indoor and outdoor social and collaborative spaces where students can come and play, read books, make creative projects or simply socialise. Any children or adults from the local community are welcome to use the facilities whenever we are open. The school also offers a variety of more formal activities and classes open to the community such as English language and dance classes, environmental awareness activities, film screenings, IT and creative workshops.

Volunteer Title: Library and literacy development officer

Main objective: The role of the library and literacy development officer is to maintain and develop the school library's collection of 1000 books and to develop ways to further promote regular reading and engage young people to use the library and improve their literacy skills.

Volunteer responsibilities:

- To prepare and deliver a weekly literacy building activity such as: story-telling session, group reading session, story and drama, creative writing, library treasure hunt.
- To maintain and create new book displays to promote regular reading.
- To maintain the library's collection of books and initiate any repairs, stock-taking, integration of new books, as required.
- To create new activities to promote and encourage reading such as book blind date, library hunt, reading challenges.
- To develop new ways to encourage and increase use of the library by older members of the community.
- To communicate with other staff members and volunteers about the library & literacy activities and promote their support.
- To welcome and engage any member of the community who comes to SGM, particularly young users.
- To motivate any of the students to take part in the activities on offer such as classes, workshops, games, reading or borrowing books.

SEKOLAH GUNUNG MERAPI |
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- To build a rapport with young people and listen to their concerns
 - To supervise young people and ensure general health & safety and abiding to SGM's code of conduct.
 - To support other volunteers and staff members with their activities as needed.

Essential qualities:

- Be enthusiastic, friendly, a good listener, communicator and a team player.
- Be proficient in Indonesian and/or Javanese language.
- Have enthusiasm for working with young people and for community outreach.
- Be prompt, flexible, have good initiative. Be confident to work independently or in a team.
- Have understanding and respect for local culture and customs.
- Have for reading and literacy and some experience of working with young people in literacy.
- Have experience in using or be willing to learn how to use library software (Senayan).

Training:

- Be able to attend an initial volunteer orientation session
- Participate in support/information meetings and one-to-one supervision meetings
- Attend relevant training courses/workshops.

Time commitment: 8 – 32 hours per week.

Volunteer hours: 10am - 5pm.

Days: Monday, Tuesday, Wednesday, Thursday.

Benefits: Development of team and leadership skills, taking part in fun activities, assessing training to further personal development, meeting a challenge.

How to apply: Interested volunteers should send a recent CV and short cover letter detailing why you would like to become a volunteer at Sekolah Gunung Merapi, any relevant experience and details of availability to sekolah.gunung@gmail.com.

