

HELLO!

Good luck on this new challenge you're taking on, be it helping children read over the summer, volunteering in your library or participating in Reading Hack activities!

Use this guide to do stuff like log your volunteer hours, make a note of your reads or record your ideas.

Improve your CV by sharing your experience online to get a downloadable CV and certificate.

Find out more ways to get involved at:

www.readingagency.org.uk/readinghack

WHAT IS READING HACK?

Reading Hack is a new national programme encouraging 13 to 24s like you to share, inspire and celebrate reading. It is a programme where young people can enjoy everything and anything connected to reading.

It is being piloted this summer and will be launched in late 2015. By you being part of Summer Reading Challenge volunteering, you are a Reading Hack pioneer.

Why Reading Hack? Well 'hack' describes a way of changing something in an extraordinary way. We want to encourage you to think of new ways to get young people reading, and for you and others to enjoy reading more.

Name

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Library

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Library contact details

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GET TALKING

COMMUNICATION SKILLS

Communication skills are all about listening and talking to people. As a volunteer you could be chatting to children and their families about the books they've read.

IMPROVE YOUR SKILLS!

Make a note of two activities you can do as a volunteer that will improve your communication skills. Talk to your library manager if you're unsure.

Communication Activities

- 1
- 2

Visit the Reading Hack website to get your online CV and certificate and to win some great prizes. Visit: www.readingagency.org.uk/readinghack

TOP TIPS

It's not all about talking.

Listening is just as important. Be attentive and try to answer any questions fully. If you don't know the answer then ask the library staff.



Be aware of your body language. Crossing your arms might look defensive while yawning could suggest you're bored.



Try not to speak too quickly or rush the details. Remember that not all families will have heard of the Challenge before.

Be positive, enthusiastic and smile!



Think about the kind of questions you ask children

when encouraging them to talk about a book. For instance, avoid closed questions which only have 'yes' or 'no' answers.



GET ORGANISING

ORGANISATION SKILLS

Whether you want to be an entrepreneur or a teacher, these skills are the key to success in every career. A good organiser is able to plan and manage their workload, but also do really important things like turn up on time and arrange their schedule.

IMPROVE YOUR SKILLS!

Make a note of two activities you can do as a volunteer that will improve your Organisation skills. Talk to your library manager if you're unsure.

Organisation Activities

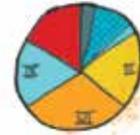
- 1
- 2

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TOP TIPS



Turning up on time is really important! Punctuality will always impress your manager.



Allow yourself enough time each day to complete your tasks. Make sure you fully understand a task before starting.

Try to be aware of your environment and things that might need doing in the library. A good organiser is proactive and able to think one step ahead.



Ask library staff for their tips. They will have loads of experience that you can learn from.



GET SOCIAL

TEAMWORK SKILLS

Being able to work with other people is something that all employers value. You'll be spending your summer working alongside a library team and other volunteers to share a love of reading — the perfect chance to learn how to be an all-round team player.

IMPROVE YOUR SKILLS!

Make a note of two activities you can do as a volunteer that will improve your Teamwork skills. Talk to your library manager if you're unsure.

Teamwork Activities

- 1
- 2

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Visit: www.readingagency.org.uk/readinghack

TOP TIPS

Use your strengths and volunteer for tasks you know you would enjoy. Offer to show other teammates who aren't as confident.



Take on board any constructive criticism and advice.



Make the most of your teammates' strengths and shadow them on tasks that you're less sure about.

Do your part!

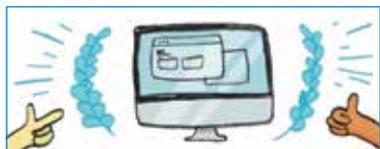


Respect everyone's ideas, even if you don't necessarily agree with them.



THINGS TO DO IN QUIET TIMES

VOLUNTEERING AROUND THE LIBRARY



Encourage children to visit the Summer Reading Challenge website on the library's public computers www.summerreadingchallenge.org.uk



Tidy the shelves – children can leave the books looking very messy!



Ask your library manager if there are any activity session preparations to do, such as cutting out or template making.

START A READING HACK



Write a book review of your favourite book or tweet a micro-review in 140 characters including **#readinghack**

Start a # conversation about your favourite book on Twitter, encouraging others to read and review it

Start a 'Poetree' display in the library or in the library grounds with a real tree



Take two books you like, photocopy the pages and combine to build a new story.



Create a feedback book or box, and display it in the library.

Run an open mic poetry event or a film night based on an adapted story.



Check with your library manager about what you can do and get ideas from www.readingagency.org.uk/readinghack



TALKING ABOUT YOUR EXPERIENCE

Your CV or first job interview is like a sales pitch. You'll have gained loads of experience through volunteering. Now sell yourself!

COMMUNICATION

CV

I gained strong communication skills by talking to children and their families about taking part in the Summer Reading Challenge. As a result, I developed my communication skills.

ORGANISATION AND WORKPLACE

Interview quote

“ I demonstrated initiative and a positive, proactive approach as a Summer Reading Challenge volunteer by always keeping the Children's Library organised and tidy without being asked. Because of this I developed my organisational skills. ”

TEAMWORK

CV

I am a strong team player, as demonstrated by my volunteer work for the Summer Reading Challenge. I developed my teamwork skills because of the role I played as a key part of a team promoting reading in the community.

REPORTING

Interview quote

“ I wrote an online blog about the success of the Summer Reading Challenge in my local library, which was posted on The Reading Agency's national website. As a result I developed my social reporting skills. ”



GET VOLUNTEERING, GET ACTIVE AND GET CREATIVE

This guide will help you make the most
of your volunteering experience.

Visit Reading Hack to find out more:
www.readingagency.org.uk/readinghack

READING
HACK

ARTS COUNCIL
ENGLAND

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SOCIAL
ACTION
FUND

FUNDING BIG IDEAS,
INSPIRING SOCIAL ACTION

THE
READING
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