Position title	Code Club Champion
Location	Richmond Information and Reference Library
Responsible to	Volunteer Coordinator
Role summary	Richmond Code Club is a fun and educational coding club for 5-17 year olds, where they can learn the basics of coding and digital making. Each session will introduce a new concept in coding and will give the children the opportunity to create their own computer games, animations and websites, learning how to use technology creatively. A Code Club Champion acts as a 'project manager' who volunteers to take charge of setting up, running and maintaining the club. Champions do not have to have the ability to computer program but should possess the skills required to bring together technical Mentors and supporters and to arrange the monthly running of the Dojo. Ideal Champions are great at running events, gathering and organising people with the relevant skills.
Responsibilities	• Keeping in contact with Mentors and relevant library staff when organising each session (this will include checking Mentor attendance and agreeing on session content, listing the event and monitoring interest) • Creating an inclusive and inviting environment in which everyone is inspired to learn and get creative • Setting up the space and welcoming attendees • Monitoring and recording attendance • Emailing the Volunteer Coordinator after each session with feedback and attendance information
Skills/abilities/knowledge required	• A good command of spoken English. • Excellent organisational skills • An interest and enthusiasm in working with young people. • Self-sufficient and can work independently but feel confident to ask questions should the need arise.
Time requirement	• Sessions usually run for 2 hours. You will be requested to arrive up to 30 minutes before the start to help set-up and leave up to 30 minutes after the session to help clear up. • Commitment is usually once monthly
Length of commitment	Minimum 6 month commitment.

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