

Volunteer position	Program	Team	Reporting to
Library Events and Programs Assistant	Community & Culture	Culture & Lifelong Learning	Programs and Events Coordinator

Adelaide City Council's volunteer program

Activities of Adelaide City Council's Volunteer Program contribute to delivery of the City of Adelaide 2016 - 2020 Strategic Plan.

Volunteering is highly valued in the City of Adelaide with volunteer activities contributing significantly to the positive experiences of residents, businesses, visitors and students.

Volunteer vision

Volunteers will be given the opportunity to share their passions, abilities and skills in meaningful ways that strengthen community capacity.

Activities of Adelaide City Council's Volunteer Program create a sense of belonging, enable creative expression, promote social inclusion, challenge inequity, encourage sustainable practices, and promote wellbeing in City Communities.

Brief description of the role

To assist with setting up, running of and pack up of Events and Programs within the Adelaide City Council Libraries.

Tasks

Volunteer responsibilities and tasks will vary depending on the event or activity. Tasks may include all or some of the following and will be described fully in the specific event procedures:

- Assist with setup & pack down
- Help promote events and programs
- Assist with photography/ filming of events and programs
- Assist the event manager during the event
- Meet and greet artists, partners and event attendees
- Capture attendee numbers, consent forms and feedback
- Act as a tour guide for event attendees and library visitors
- Wear a costume or event uniform if required
- Package up gift and prize packs
- Manual handling tasks
- Assisting with programs involving the Library Tricycle and Electric Bicycle
- Riding a tricycle or Electric Bicycle in the City as part of the Library Out & About program
- Assist Programs Support Officer with maintenance of library promotional material.

Essential & desirable skills, knowledge & personal qualities

Essential

- Excellent customer service skills
- Able to communicate with people from diverse backgrounds
- Able to work as a team member and individually as required
- Understanding of public libraries
- Reliable and punctual
- Able to lift between 2 – 9kgs

Desirable

- A knowledge & interest in community based events is highly desirable
- Knowledge of Adelaide City and surrounds
- Confident riding a bicycle, and knowledge of associated road rules
- Able to use a camera and photograph events

Training, induction and time commitment

Training & Induction

All volunteers must participate in the Adelaide City Council's:

- Volunteer generic induction
- Site specific induction (inclusive of manual handling training and operating procedures where necessary)
- Completion of the online Workplace Health and Safety module
- Attend training provided by the Volunteer Supervisor to maintain or develop skills relevant to the role

Time Commitment

- A regular commitment will be required based on your availability and regular library events.
- The days, hours and duration of the commitment will vary between events. The amount of time required will be negotiated to meet the volunteer availability.
- Evening and weekend hours are likely
- Volunteers will be required to supply availability for rostering purposes
- Additional volunteering opportunities will be available for special events

Additional requirements

- All council volunteers are required to have a satisfactory current National Criminal History Clearance. This will be provided and updated every 3 years by Adelaide City Council
- Comply with all Council policies and procedures outlined in the Volunteer Handbook
- Adhere to all Work Health and Safety instructions and advice provided
- Where required, uniforms and personal protective equipment will be provided by Adelaide City Council to be worn whilst on duty

Benefits

Adelaide City Council volunteers are eligible for the following entitlements and benefits

- A MetroCard for use on public transport for travelling to and from the place of volunteering
- Staff discounts and benefits under the employee 'WRAP' (Work, Recreation and Play) program
- Access to free and confidential 24/7 counselling services via the Employee Assistance Program
- Membership with the Adelaide City Council Social Club (a fee applies)
- A voucher for selected Council UPark's when public transport is not a suitable option
- Reimbursement of pre-approved work related telephone and travel costs where appropriate

I have read, understood and agree to abide by the conditions set out in this Volunteer Role Statement.

	Print name	Signature	Date
Volunteer			
Volunteer Coordinator			

Program	Frequency	Time Commitment	Program Description
Science club	School holidays – all centres Days varied	2 hours per session	City Library is seeking volunteers with an interest in having fun with Science! Our Science Club is held across all Adelaide City Council library centres during School holidays. Tasks include assisting staff to prepare experiments, assisting attendees and helping with pack up.
Film club	Thursdays fortnightly at City and Hutt Street Libraries	2 hours per session	Join fellow film lovers to view films screened at City Library and Hutt Street Library each month. Afterwards, share your thoughts and enjoy discussing interesting points with other movie attendees.
Out & About	First weeks of month – mornings and occasional afternoons Special events as rostered	3 – 4 hours on chosen day	Our Library Out & About program takes the library outside of the 4 walls and into the great outdoors. At the beginning of each month, the team goes around the Adelaide City area promoting our services using a tricycle or Electric Bicycle. They also attend special events throughout the year. If you like the outdoors, meeting new people and embrace pedal power, then this regular role is for you!
Lego club	Every Sunday afternoon 2:00-3:00pm	2 hours per session	Enjoy working with children through to adults in a creative and fun atmosphere assisting the club members to create Lego masterpieces. Assist staff to set up and pack down.

More information on Library Events and Programs can be found on the website,
<http://www.adelaidecitycouncil.com/your-community/library-services/programs-and-events/>