

Volunteer Role Description

Title:	Library Volunteer		
Specific Location:	City Library		
Reporting to:	Library Coordinator & Volunteer Supervisors		
Brief description/Purpose:	To provide support to the Library Staff ensuring best practice delivery of library services & excellence in customer service. This roles performs a variety of tasks as listed below.		
Primary responsibilities/Tasks:	<p>The role may include all or some of the following:</p> <table style="width: 100%; border: none;"> <tr> <td style="vertical-align: top; width: 50%;"> <p>Library Shelving</p> </td> <td style="vertical-align: top; width: 50%;"> <ul style="list-style-type: none"> • Maintenance of the collection as required • Unpacking and processing of new library stock • Processing of debited materials • Cleaning of AV material • Replace AV cases </td> </tr> </table> <p>Other duties as required</p>	<p>Library Shelving</p>	<ul style="list-style-type: none"> • Maintenance of the collection as required • Unpacking and processing of new library stock • Processing of debited materials • Cleaning of AV material • Replace AV cases
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Qualifications • Experience • Skills • Qualities or attitudes	<ul style="list-style-type: none"> • No formal qualifications are required • Basic level of numeracy & literacy skills required to shelve books in accordance with the Dewey system. • Be able follow instructions relating to work procedures • Ability to concentrate and pay attention to detail • Desire to work independently and as part of a team • Good communication skills • Ability to relate to a diverse range of people • National Criminal History Record Check required 		
Time and monetary commitment:	<ul style="list-style-type: none"> • A minimum of one 3 hour shift per week is required. • Times and shifts will be negotiated with the centre Volunteer Supervisor. • There will be no costs incurred by volunteers 		
Entitlements & Benefits:	<p>As a volunteer for the Adelaide City Council, you will be eligible for the following benefits:</p> <ul style="list-style-type: none"> • Reimbursement of volunteer work related travel costs where appropriate; • A metro card for use on public transport whilst travelling to and from place of volunteering; • A UPark voucher for selected Council UParks when public transport is not an option; • The provision of uniforms where appropriate; • Membership with the Adelaide City Council Social Club (a fee applies) 		

Orientation/Training:	<p>All volunteers must participate in the Adelaide City Council's:</p> <ul style="list-style-type: none"> - Corporate/Volunteer Services Induction - Site Specific Induction - Manual Handling Training - Attend training that develops or maintain the skills to undertake the role. - Undertake training in Workplace Instructions and/or Standard Operating Procedures in the use of relevant plant, equipment, machinery substances or activities as required by WHS Regulations.
Challenges of the role:	<p>Manual Handling- must be able to do light weight lifting.</p>
Performance Management:	<p>Volunteers are expected to abide by the Adelaide City Council Volunteer Code of Conduct and keep open communication with Volunteer Supervisor. The Volunteer Supervisor will provide informal support and guidance to ensure performance and library standards are maintained.</p>
Policies & Procedures:	<p>All Council policies apply to volunteers as they do to staff. Some specific policies are:</p> <ul style="list-style-type: none"> • Work Health Safety (WHS) Policy – volunteers must take all reasonable steps to ensure personal safety and that of others is not put at risk through any neglect or omission in relation to the above. • Fair Treatment and Grievance Procedure • Safe Environment (duty of care to children & vulnerable adults) Operating Guidelines – where applicable to a role volunteers will attend training on Mandatory Reporting
Outcomes for Council:	<p>The library volunteer roles add value by assisting paid staff to provide an excellence in customer service.</p>
Application process:	<ul style="list-style-type: none"> <input type="checkbox"/> Online Application/Application Form <input type="checkbox"/> Interview <input type="checkbox"/> Volunteer Program and Council Induction <input type="checkbox"/> Medical Check (<i>as required for roles where physical fitness is important</i>) <input type="checkbox"/> Police Check (<i>required if working with children or vulnerable adults or at the discretion of the Volunteer Supervisor e.g. for handling cash</i>) <input type="checkbox"/> Mandatory Notifier (<i>volunteer must be provided with 'Guidelines for Mandated Notifiers' if work involves delivering or the potential to deliver services to children i.e. any person under age 18 years</i>)

I agree to abide by the conditions as set out in this Volunteer Role Description.

Name (Volunteer):

Signed (Volunteer): _____ Date: _____

Name (Volunteer Supervisor):

Signed (Volunteer Supervisor): _____ Date: _____