

Volunteer position	Program	Team	Reporting to
Library Shelving Assistant	Community & Culture	Culture & Lifelong Learning	Library 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 provide support to the Library Staff ensuring best practice delivery of library services & excellence in customer service.

### Tasks

- Shelving
- Shelf Reading
- Maintain bookshelves in an ordered, neat & tidy way
- Retrieving and shelving items

### Essential & desirable skills, knowledge & personal qualities

#### Essential

- Excellent customer service and able to communicate with people from diverse backgrounds
- Able to work as a team member and individually as 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
- Able to lift 2-3kg bundles of books

#### Desirable

- Knowledge of Dewey Decimal System

## 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 minimum of one shift per week is required
- Times and shifts lengths will be negotiated with the Library Coordinator

## 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			