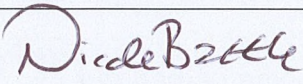


POSITION DESCRIPTION

Library Volunteer



Position title	Library Volunteer
Directorate	Community Development
Responsible to	Manager Library / Library Team Leader
Position status	Volunteer
Position description approved	 Date: 30/07/2024

Volunteer Vision

Alice Springs Town Council values the important role of volunteers in encouraging social cohesion, bringing positive change, and fostering a true sense of community across Alice Springs. Volunteering plays a valuable role in sustaining healthy, resilient communities and contributes significantly to the quality and vibrancy of our society.

Primary Objective

To provide effective support for Library general operations, events and/or programs.

Key Responsibilities

- Support library team as instructed with routine administrative tasks and to maintain orderliness of library spaces.
- Assist in the preparation and setup of library events, workshops, and programs.
- Cooperate within the library team to offer friendly and helpful services and answer basic inquiries from patrons.

Work Health & Safety (WHS) Responsibilities

- Take reasonable care for own health and safety.
- Take reasonable care to ensure team members actions or omissions do not adversely affect the health and safety of others.
- Comply with reasonable instructions and directions given by or on behalf of the employer on issues related to health and safety.
- Follow lawful and safe work practices, policies, procedures, guidelines and emergency procedures.
- Use all appropriate personal protective equipment, plant and vehicles in a safe manner
- Report hazards, accidents, incidents and near-misses to Manager/Supervisor as soon as practicable.
- Ensure adequate training, instruction and supervision are provided when new tasks or operation of new tools, plant or machinery is requested.

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Library Volunteer



- Engage with management in the effort to eliminate unsafe work practices.

Organisational Values and Behaviours

- Uphold organisational values and behave according to Council's Code of Conduct, including treating other team members and the general public with respect.
- Maintain own health and safety and that of other people in the workplace or those who may be affected by the work being carried out.

Other Duties

- Perform other duties within capabilities and/or consistent with the level of this position as required.

Qualifications

- Current Working with Children Clearance (Ochre card).

Special Requirements

- Current National Criminal History Check.

Selection Criteria

Essential

1. Good communication and listening skills.
2. A commitment to achieving results as a team.
3. Willingness to follow instructions and adhere to policies and procedures.

ACKNOWLEDGEMENT

I have received a copy of this Position Description and have read and understand its contents.

Employee Name _____

Signature _____ Date _____

Supervisor Name _____

Signature _____ Date _____