

POSITION DESCRIPTION

Position Title	Friends of the Library Volunteer		
Position Number	V9		
Award Classification	Volunteer – no classification		
Reports To	Coordinator Partnerships and Programs or Nunawading Branch Manager		
Internal Liaisons	Library Staff		
External Liaisons	Council officers, library users, members of the public		
Supervises	Nil		
Probationary Period	N/A	Mandatory Compliance Checks	Police Check & Working with Children Check

OUR ORGANISATION

Whitehorse Manningham Regional Library Corporation delivers high quality library services to the communities of Whitehorse and Manningham. The Corporation operates branch libraries at Blackburn, Box Hill, Bulleen, Doncaster, Nunawading, The Pines, Vermont South and Warrandyte. Online services are provided through www.wml.vic.gov.au.

POSITION OBJECTIVE

To engage in library fund raising activities including book sales, and planned events as determined through discussion with the Library.

KEY RESPONSIBILITY AREAS

Key responsibilities are:

- To contribute to the planning and delivery of library fundraising book sales in consultation with library staff
- To evaluate and classify library book sale material

- To contribute to the planning and delivery of other library fundraising activities in consultation with library staff
- To liaise with supervising library staff
- To handle cash in accordance with WMRLC established cash handling procedures
- To record activity statistics and participant feedback and forward to supervising library staff

ACCOUNTABILITY AND EXTENT OF AUTHORITY

Volunteers are expected to:

- Attend regular planning meetings
- Commit to assisting with book sale and other fundraising activities
- Advise their supervisor as soon as possible if they are unable to attend their allocated session
- Attend training when required.

JUDGEMENT AND DECISION MAKING

Library staff will always be available to provide guidance and advice.

KEY COMPETENCIES

Specialist skills and knowledge:

- Ability to perform Friends of the Library tasks following systematic procedures.
- Understanding of the function of the position within the organisation, including the application of relevant policies.
- Strong commitment to quality and customer service.

Organisational skills:

Commitment to participate in the tasks associated with preparing and holding book sales and other library fund raising activities on agreed days.

Interpersonal skills:

- Sound, friendly, helpful and efficient communication skills.
- Support for the achievement of team objectives before individual goals.

QUALIFICATIONS AND EXPERIENCE

All volunteers are required to undertake a National Police Check and Working With Children Check prior to commencement and at regular intervals thereafter.

INHERENT REQUIREMENTS OF THE POSITION

Some manual handling is an inherent physical requirement of working in this role, which may involve sorting and handling materials for book sales and library events and loading and pushing trolleys.

SELECTION CRITERIA

- Organisation and communication skills

- Ability to contribute as a team member with a quality and customer service focus
- Ability to understand and apply policies and procedures
- Satisfactory Police Check and Working With Children Check

REMUNERATION

No remuneration.

GENERAL CONDITIONS

Occupational Health and Safety

Under the Corporation's Occupational Health and Safety Policy all volunteers are required to act responsibly and in a manner that does not put the health and safety of themselves or others in the workplace at risk. Volunteers must diligently observe and maintain a duty of care to themselves and all others within the work environment. All duties are to be performed in accordance with accepted work practices and procedures.

Equal Opportunity Human Rights and Bullying

The Corporation is committed to the principles of Equal Opportunity and Human Rights and believes that all employees and volunteers should be able to work in an environment free of discrimination and harassment. Volunteers and staff are encouraged to support each other in creating and maintaining an environment that is free of harassment.

All volunteers of the Corporation have a responsibility to treat each other fairly and with respect and act in accordance with the Occupational Health and Safety, Equal Opportunity and Bullying in the Workplace policies. As an employer, the Corporation will not defend or support discriminatory actions of staff or volunteers that are unlawful.

Privacy

The Corporation is committed to complying with the Privacy and Data Protection Act 2014. The Corporation recognises the importance of the privacy of personal information collected by the Library Service and is committed to ensuring that personal information is appropriately stored and managed.

All volunteers must follow the Corporation's Privacy Policy at all times and ensure that the personal information collected and held by the Corporation is protected from misuse, loss, unauthorised access, modification or disclosure. Corporation volunteers will only collect information directly relating to the services being provided to patrons. Corporation volunteers will not disclose personal information to any person or organisation without written consent or unless prescribed by a lawful instruction.

Code of Conduct

All volunteers are required to observe the standards of conduct and behaviour outlined in the Code of Conduct. A breach of the Code may result in counselling and a substantial breach may result in termination of the volunteer placement.

Child Safety Commitment

WML is committed to the safety and well-being of all children and young people participating in our programs and visiting our libraries. All volunteers are expected to adhere to the

Corporation's Child Safe Policy, acknowledging their right to be treated with respect and protected from harm.

Vaccinations

All volunteers are expected to comply with Covid-19 mandated vaccination requirements

ACKNOWLEDGEMENT

I _____ have read and understood the position description and agree to perform in the position of Friends of the Library Volunteer as per the requirements of the position description.

(Volunteer signature)

Date

(Coordinator Community programs and Partnerships signature)

Date

Office use only:

Signed Position Description must be forwarded to Administration for secure storage.