

## POSITION DESCRIPTION

<b>Position Title</b>	Outreach Storytelling Kit Development Volunteer		
<b>Position Number</b>	V6		
<b>Award Classification</b>	Volunteer – no classification		
<b>Reports To</b>	Outreach Services Librarian		
<b>Internal Liaisons</b>	Library Staff, Outreach / Branch Manager		
<b>External Liaisons</b>	Nil		
<b>Supervises</b>	Nil		
<b>Probationary Period</b>	N/A	<b>Mandatory Compliance Checks</b>	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](http://www.wml.vic.gov.au).

## POSITION OBJECTIVE

To assist with the development of an adult storytelling program; to be delivered as part of Whitehorse Manningham Libraries' Outreach services.

## KEY RESPONSIBILITY AREAS

Key responsibilities are:

- To develop kit materials for an adult storytelling program
- To research assigned themes and topics
- To provide feedback to the Outreach Services Librarian on the development of the kits.
- Review and re-evaluate program when required.

## ACCOUNTABILITY AND EXTENT OF AUTHORITY

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Volunteers are expected to:

- Provide regular updates to the Outreach Services Librarian
- Advise the Outreach Services Librarian as soon as possible if they are unable to attend a scheduled volunteer session

## JUDGEMENT AND DECISION MAKING

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

## KEY COMPETENCIES

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### Specialist skills and knowledge:

- Ability to use Microsoft Office products
- Understanding of the function of the position within the organisation, including the application of relevant policies.
- Ability to use a range of office equipment such as printers, photocopiers and scanners
- Strong commitment to quality and customer service.
- Ability to use Google Drive
- Research skills

### Organisational skills:

- Commitment to develop storytelling kits within an agreed timeframe.

### Interpersonal skills:

- Sound, friendly, helpful and efficient communication skills.
- Ability to work in a team and independently

## QUALIFICATIONS AND EXPERIENCE

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All volunteers are required to undertake a National Police Check prior to commencement and at regular intervals thereafter. This will be at the cost of the Corporation.

## INHERENT REQUIREMENTS OF THE POSITION

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Some manual handling may be required in this role.

## SELECTION CRITERIA

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- Organisation and communication skills
- Ability to contribute as a team member with a quality and customer service focus
- An understanding of Microsoft office products
- Ability to work independently
- Sound office skills
- Some knowledge of copyright law would be an advantage
- Ability to understand and apply policies and procedures
- Satisfactory Police Check and completion of a statutory declaration if required

## REMUNERATION

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No remuneration.

## HOURS OF DUTY & EQUIPMENT REQUIRED

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By negotiation with the Outreach Services Librarian. This position requires a commitment to an agreed period of time.

Kit developers are required to have their own laptop in order to fulfil the requirements of the role.

## GENERAL CONDITIONS

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### **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 Victorian 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 employees and volunteers are required to follow the Corporations Information Privacy Policy at all times.

### **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. All volunteers must hold a current Working with Children Check.

### **Vaccinations**

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

**ACKNOWLEDGEMENT**

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I \_\_\_\_\_ have read and understood the position description and agree to perform in the position of Outreach Storytelling Kit Development Volunteer as per the requirements of the position description.

\_\_\_\_\_  
*(Volunteer signature)*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*(Outreach Services Librarian signature)*

\_\_\_\_\_  
*Date*

***Office use only:***

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Signed Position Description must be signed, scanned and stored in HPE CM9.