

LOCAL HISTORY VOLUNTEER ROLE STATEMENT



Position Title	Local History Volunteer
Responsible to	<input type="checkbox"/> Library Manager <input type="checkbox"/> Manager of Community Development
Council Program	Community Services

OUR VISION

To enhance the liveability and enterprise of our community.

OUR VALUES

Professionalism · Excellence · Service · Leadership · Resilience · Accountability · Inclusiveness

Key Relationships & Interactions

Accountability	This position reports to and is accountable to the Library Manager or Manager of Community Development
External Liaison	Government Departments, Local Government Authorities, Businesses, Community Groups, Community Members and Service Providers

Program Overview	Local History Volunteers are used at the Berri and Barmera Libraries and the Country Music Hall of Fame. The Berri and Districts Local History Collection collects, maintains and preserves records relating to the history and heritage of the Berri Barmera Local Government Area. The records, including Council archives, maps, photographs, books, journals, manuscripts, clippings and ephemera, are indexed and made available to Council staff and the public.
-------------------------	--

Role Purpose	The Local History volunteer assist the Berri Barmera and Districts Local history Officer to maintain and manage the local history collection(s). This could involve assisting with digitizing records, conducting oral history interviews, undertaking research, and maintaining local history databases and records.
---------------------	---

Key Result Areas	Accountabilities
General	<ul style="list-style-type: none"> • collate research files • scan, categorise and file the photographic collection • sort, clip and file newspapers and newspaper articles • catalogue, index and summarise local history collections and resources / materials <p><i>as an Oral History Interviewer</i></p> <ul style="list-style-type: none"> • prepare background research for local history interviews • undertake, record and log oral history interviews <p><i>as an Oral History Transcriber</i></p> <ul style="list-style-type: none"> • transcribe recorded oral history interviews • copy, print and log interview files
Personal Attributes	<ul style="list-style-type: none"> • Excellent interpersonal and communication skills • Reliable • Patient and understanding • Trust worthy • Respect for confidentiality and privacy of individuals
Training	Undertake external and on-the-job training as required, to include: <ul style="list-style-type: none"> • Training (initial and refresher) for the attainment of skills applicable to the position

- Legislative training not limited to but including Work Health & Safety Training and Human Resources (i.e. Equal Opportunity)
- Council's policies and procedures

Workplace Health and Safety & Additional Responsibilities

WHS / Risk Management

- Attend all training as identified.
- Perform all work in accordance with Council's WHS and Return Work policies, procedures and guidelines.
- Participate in consultative processes for the management of WHS.
- Familiarity and compliance at all times with Council's WHS and Return to Work policies, procedures and guidelines.
- Report any matters of hazards within the district of the Council affecting the health and safety of the general public, as part of Council's Risk Management responsibilities.

Equal Opportunities

- Demonstrate and promote equal opportunity principles in the workplace.

Code of Conduct

- To observe the requirements of the Code of Conduct for Employees that has been adopted by the Council including equal opportunities.

Selection Criteria

Qualifications and Experience	<ul style="list-style-type: none"> • None required 	Essential
Knowledge and Skills	<ul style="list-style-type: none"> • Experience with MC Office • Technical and computer ability / skills • Previous knowledge and interest in local history 	Essential

Selection Criteria

- Screenings apply (initial and ongoing) and are not limited to
 - Work with Children Check
 - General employment probity screening (ie National Police Certificate)
 - Preplacement medical

Role Statement Agreement and Signatures

This role statement has been designed to indicate the general nature of duties performed by the volunteer. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of volunteers assigned to the role.

Volunteer Name		Signature	
Manager Name		Signature	
Agreement Date			