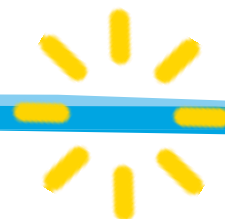


LIBRARY SERVICES VOLUNTEER

ROLE STATEMENT



Position Title	Library Services Volunteer
Responsible to	Library Manager
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
External Liaison	Government Departments, Local Government Authorities, Businesses, Community Groups, Community Members and Service Providers

Program Overview	<p>The Berri Library and Information Centre is a joint-use library catering for the needs of the public and Glossop High School. The library opened for business in January 1999 and has proved a successful amalgamation of services and resources to provide a unique and valuable facility for the Riverland.</p> <p>The Barmera Public Library was the fourth country library in South Australia, opening in 1961. In 2005 the library expanded its services to include the Barmera Customer Service branch of the Berri Barmera Council. It is conveniently located in the centre of Barmera's business district on Barwell Avenue.</p>
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Role Purpose	Assist with a variety of services including provision of an efficient and courteous customer service to patrons of the Berri and Barmera Libraries.
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Key Result Areas	Accountabilities
General	<ul style="list-style-type: none"> • Return books or other materials to appropriate locations on shelves. • Sort materials in their correct sequence on shelves. • Report damaged items noted during shelving. • Stamp new and discarded items • Remove or mark out barcode from discarded items • Disassemble AV materials containers and packaging for recycling purposes • Completion of processing slips for new items • Organise library materials for end processing and covering • Inspect media for damage and undertake repairs • Covering of new stock • Packing of discarded stock for storage • Assist the Library staff conducting a library event as required
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:

- 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

-

Essential

Knowledge and Skills

-

Essential

Special Conditions

- 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			