

BABY RHYME TIME VOLUNTEER

POSITION DESCRIPTION



Position Title	Baby Rhyme Time 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	Berri Library and Barmera Library run Baby Rhyme Time sessions on a weekly basis. This half hour session includes stories, songs, rhymes and finger plays. Come along and enjoy this special time with your little ones. No bookings are necessary.
Role Purpose	To assist in the delivery of Baby Rhyme Time programs within the Berri Barmera Library Service
Key Result Areas	Accountabilities
General	<ul style="list-style-type: none"> • Demonstrated ability and willingness to work with young children and their parents.
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"> • Demonstrated ability or affinity to work with young children and their parents 	Essential
Knowledge and Skills	<ul style="list-style-type: none"> • Child Safe Environments training 	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	