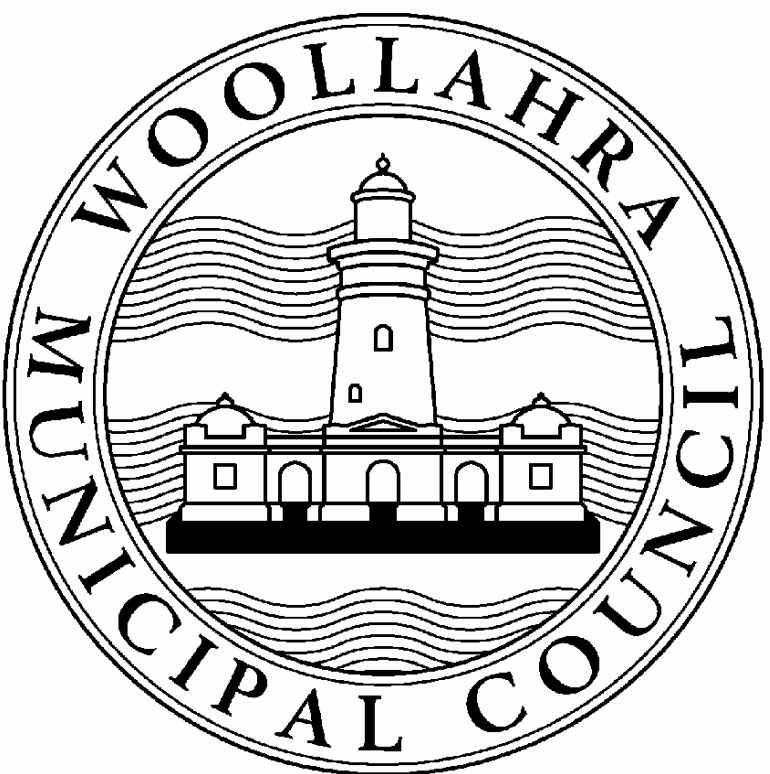


# VOLUNTEER POSITIONS

Woollahra  
Municipal  
Council



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### Home Library Service Volunteer

**Department:** Library

**Workplace Location:** In clients' homes and departing from and returning to Woollahra Library, Double Bay.

**Days/Hours:** Usually 2-3 hours fortnightly.  
Days and times are negotiated with the volunteer, the library and the clients. Length of time spent with the each client is flexible and to be negotiated between the client and the volunteer. The volunteer will usually be given 3 clients.

**Title of Supervisor:** Home Library Service Officer

#### **Overview of Program/Service:**

Delivering library items to frail aged or younger people with a disability who are unable to visit the library. Spending time with them in their homes in general conversation or deciding preferences for their next delivery of books.

#### **Objective:**

To provide a pleasant social visit for the client as well as providing a library service for them. To be a link between the library and the client.

#### **Your responsibilities/duties:**

- Collect library books/tapes from the Home Library Service office.
- Deliver books/tapes to clients (usually 3 clients)
- Spend some time with the clients if they want a social visit.
- Return books/tapes to the library and unpack them.
- Relay any messages or requests to/from Home Library Service Officer.
- To be reliable and to inform the Home Library Service Officer if unavailable.

#### **Volunteer Limitations** (ie: What a volunteer is not permitted to do in this role)

- Take client out of their home (shopping etc).
- Breach confidentiality by mentioning the client's name to another person.

**Essential Qualities and Criteria:**

- Genuine care and concern for the elderly
- Reasonable level of fitness because books are quite heavy
- Reliability

**Benefits:**

- Satisfaction in providing a much appreciated service.
- The enjoyment and rewards of building a friendship with the client.
- Knowledge that you are improving the client's quality of life.

**Screening Required:**

- Police check
- References from 2 people of good standing in the community
- Medical from own GP to determine fitness to carry books
- Signing of confidentiality agreement

**Training Required:**

- 2 hours in-house training covering duty of care, confidentiality, disability awareness.
- Council Manual Handling as places become available.
- Option to do VAST training at Randwick Information and Community Centre
- Direct hands on induction, training and supervision
- OH&S and EEO Principles
- Emergency procedure & evacuation training

**Contact person for more information:**

Bronwyn Vost  
Library Technician – Home Library Service  
Ph: 9391 7106  
Email: Bronwyn.Vost@woollahra.nsw.gov.au



### Library Events Assistant

<b>Department:</b>	Library
<b>Workplace Location:</b>	Various: Blackburn Gardens; Council building; Library building
<b>Days/Hours:</b>	Irregular – 2-3 times a year
<b>Title of Supervisor:</b>	Manager – Library Services

#### **Overview of Program/Service:**

The Library holds various community events and occasionally calls for volunteers from the Woollahra Library Friends to help with tasks such as handing out programmes, taking tickets, handing around food, watching over exhibitions.

#### **Objective:**

To assist the Library staff at various Library events

#### **Your responsibilities/duties:**

- To assist the Library staff

#### **Volunteer Limitations** (ie: What a volunteer is not permitted to do in this role)

- Lift heavy boxes

#### **Benefits:**

- Satisfaction in contributing to appreciated Community Library events

#### **Screening Required:**

- Prohibited employment declaration

#### **Training Required:**

- Direct hands on induction, training and supervision
- OH&S and EEO Principles
- Emergency procedure & evacuation training

#### **Contact person for more information:**

Janet De Bres

Librarian – Information Services Team

Ph: 9391 7933 or email: [Janet.debres@woollahra.nsw.gov.au](mailto:Janet.debres@woollahra.nsw.gov.au)



**Interviewer – Oral History Project (Local History Library)**

**Department:** Library

**Workplace Location:** At an agreed interview venue (usually in the home of interviewees, (although rooms can be booked at Council for this purpose) and at the Local History Centre, as required.

**Days/Hours:** According to the needs of the program as they arise. Interviews usually involve several hours of recording, at a time mutually convenient for interviewer and interviewee, however further time is required for preparation (reading and research, preliminary telephone interview/discussion with interviewee etc) and to finalise the procedure (copying tapes, logging and basic indexing).

**Title of Supervisor:** Local History Librarian

**Overview of Program/Service:**

This program involves collecting (by interviewing and recording) the memoirs of suitable Oral History subjects for the Woollahra Local History Collection.

The Oral History interview is conducted only after the undertaking of appropriate background research, identifying topics to be pursued and compiling relevant questions. After recording the interview, volunteers create copy tapes (for the Local History Collection, and for the interviewee) and make a written log of their recordings.

Interviewers are also encouraged to identify and recommend suitable interviewees for the project.

**Objective:**

To gather and preserve Woollahra's history within the frame-work of the Library's Oral History Program.

**Your responsibilities/duties:**

- To undertake and record Oral History interviews as directed or approved by members of the Library staff, following a standard interview questionnaire and using equipment supplied by the Library.
- To undertake background research as required prior to each interview, with the assistance, where necessary, of the Local History Librarians.
- To carry out interviews at a time convenient to the interviewee.
- To be responsible for the Library's recording equipment, and to return it to the Local History Centre at the completion of the interview.
- To copy the tapes, as required, using Library facilities.
- To log the content of each interview to provide basic access for researchers.

**Essential Criteria/Qualities:**

- excellent interpersonal and communication skills, especially good listening skills
- patience and enthusiasm
- interest in historical research
- confidence and ability to use recording equipment
- drivers licence

**Benefits:**

- personal satisfaction in helping to preserve the oral record of the Woollahra community
- opportunity to increase personal knowledge and appreciation of Woollahra's history

**Screening Required:**

- Police check;
- References from two persons of good standing in the community;
- Disclosure of existing medical conditions as required by Council;

**Training Required:**

- Volunteer interviewers in the Oral History Program require formal training by a specialist in Oral History.
- New volunteers in the Oral History program must attend one of the Saturday Oral History Workshops run by the State Library at their Macquarie Street headquarters before commencing voluntary work. These are held approximately every six months.
- By logging the recordings they create, volunteers are provided with an opportunity to self assess their work and correct and improve their performance.
- A small collection of written resources on Oral History recording and interview techniques is made available to volunteers through the Local History Centre, for ongoing self training.

**Special Conditions:**

- Volunteers in this program are not reimbursed for travelling expenses, or for any loss incurred to their personal property while carrying out their tasks

**Contact person for more information:**

Local History Librarian

Ph: 9391 7942

E-mail: [localhistory@woollahra.nsw.gov.au](mailto:localhistory@woollahra.nsw.gov.au)



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### Local History Library Volunteer

<b>Department:</b>	Library
<b>Workplace Location:</b>	Local History Centre
<b>Days/Hours:</b>	10am-12pm Wednesdays
<b>Title of Supervisor:</b>	Local History Librarian

#### **Overview of Program/Service:**

The Local History Centre collects, maintains and preserves records relating to the history and heritage of the Woollahra 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.

#### **Objective:**

To assist the Local History Librarians with the maintenance of the Local History collection.

#### **Your responsibilities/duties:**

- To file the research files and photograph collection
- Sort and file material for the vertical files according to Local History guidelines
- Clip newspapers for the vertical files according to Local History guidelines
- List contents of certain collections according to Local History guidelines
- Rehouse photograph and clippings collections as required

#### **Volunteer Limitations** (ie: What a volunteer cannot do in this role)

- Provide customer service and/or advice to local history patrons

#### **Essential Criteria:**

- Attention to detail
- Ability to file numerically and alphabetically
- Patience and enthusiasm
- Understanding of collection organisation

#### **Benefits:**

- Supporting a service that is of value to the community
- Developing an awareness of the Local History Collection

**Screening Required:**

- Police check
- References from 2 people of good standing in the community
- Disclosure of existing medical conditions as required by Council

**Training Required:**

- In-house training and supervision by Local History staff
- OH&S and EEO principles
- Emergency procedure and evacuation training

**Contact person for more information:**

Local History Librarian

Ph: 9391 7942

Fax: 9362 0111

Email: [localhistory@woollahra.nsw.gov.au](mailto:localhistory@woollahra.nsw.gov.au)



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### Book fair Assistant

<b>Department:</b>	Library
<b>Workplace Location:</b>	Blackburn Gardens
<b>Days/Hours:</b>	2 Saturdays per year
<b>Title of Supervisor:</b>	Manager – Library Services

#### **Overview of Program/Service:**

The Library holds two book fairs per year to dispose of excess donations and weeded library stock. The book fairs take place in the Blackburn Gardens between 10am-4pm on a Saturday. The books are laid out on trestle tables on the lawn. Volunteers usually work 4 hour shifts and help by tidying tables and other general assistance.

#### **Objective:**

To assist the Library staff with the Bookfair

#### **Your responsibilities/duties:**

- To assist the Library staff conducting the book fair as required.

#### **Volunteer Limitations** (ie: what a volunteer is not permitted to do)

- Volunteer cannot handle money.
- Not be required to lift heavy boxes

#### **Benefits:**

- Contributing to an event which is appreciated by both the Community and the Library

#### **Training Required:**

- Direct hands on induction, training and supervision
- OH&S and EEO Principles
- Emergency procedure & evacuation training

#### **Contact person for more information:**

Janet De Bres

Librarian – Information Services Team

Ph: 9391 7933 or email : [Janet.debres@woollahra.nsw.gov.au](mailto:Janet.debres@woollahra.nsw.gov.au)



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### **Community Services Assistant: Seniors Week**

**Department:** Community Services

**Workplace Location:** Various: Council buildings( Council Chambers, Canonbury Cottage, The Gunyah, Rose Bay Cottage, The Vacluse Bowling Club)

**Days/Hours:** Various times dependent on event

**Title of Supervisor:** Manager- Community Development

#### **Overview of Programme:**

Seniors Week Event held yearly during Seniors Week in NSW.

#### **Objective:**

The celebration of older resident's contribution to the community through the arts. The celebration of expressing one self through words of the joy of getting older.

#### **Your responsibilities/duties:**

- Assist with activities as requested: promotion of event, seeking sponsorship of event, judging event if a competition is held.
- Assisting with other activities if needed and if requested by Community Services staff

#### **Volunteer Limitations (ie: what a volunteer is not permitted to do)**

- Not be required to lift or pull heavy items
- Not involved in food preparation

#### **Benefits:**

- Opportunity to share developed skills in the planning and implementation of a Seniors competition.
- Opportunity to meet others who have an interest in seniors activities in the Woollahra local government area.
- Be a valuable member of the Community Service team.
- Participate and Contribute to the Seniors Advisory Committee.
- Involvement in a fun community event that will be for residents of the Woollahra local government area.

**Training Required:**

- Direct hands on induction, training and supervision.
- OH&S and EEO Principles
- Emergency procedure & evacuation training at event.

**Contact person for more information:**

Naomi Polivis  
Aged & Disability Development Officer  
Ph: 9391 7957  
Email: Naomi.Polivis@woollahra.nsw.gov.au



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### Cultural Projects Assistant – Woollahra Small Sculpture Prize

<b>Department:</b>	Cultural Development
<b>Workplace Location:</b>	Woollahra Council
<b>Days/Hours:</b>	Monday – Friday, 12 – 5pm. Days and hours to be negotiated based on volunteer availability
<b>Title of Supervisor:</b>	Cultural Development Coordinator

#### **Objective of the program:**

- To present the only national prize for small sculpture under 80cm in any dimension.
- To raise awareness of the Council Chambers as an accessible centre where the community have the opportunity for cultural experiences.
- To present community programs associated with the Woollahra Small Sculpture Prize including growth of the schools education component, increased local artist networking, the engagement of local artists for schools education and community workshops/forums.

#### **Your duties could include:**

- Assist with administrative and clerical tasks including mail-outs, folding, organising and updating databases.
- Assist with the collating of received entries.
- Assist with the coordination of schools visits and artists talks.
- Assist with the planning and coordination of the exhibition opening night.
- Attend and assist with exhibition launch, artist floor talks, schools tours, pre-selection judging administration.
- Follow any directions given by the Cultural Development Coordinator.

#### **Your responsibilities:**

- Undertake Duties in a responsible, dependable, conscientious and courteous manner
- Honour commitments to rosters
- Co-operate with other volunteers and employees and be willing to work as part of a team
- Commitment to attend training programs
- Respect the confidentiality of others
- Adhere to Council's volunteer policies and procedures as set out in the Volunteer Manual

#### **Essential Qualities and Criteria:**

- Knowledge of Windows Office 2000.
- Excellent interpersonal and communication skills.

- Well organised.
- Volunteers may have a special interests in art, history or culture or an enthusiasm for the visual arts.

**Benefits:**

- Opportunity to develop skills in the planning and implementation of a significant national arts prize.
- Opportunity to meet others who have an interest in visual arts.
- Be a valuable member of the Community Service team.
- Contribute to the cultural development of the community.

**Training Required:**

- Direct hands on induction, training and supervision
- OH&S and EEO Principles
- Emergency procedure & evacuation training

**Contact person for more information:**

Jo Jansyn  
Cultural Development Coordinator  
Ph: 9391 7135  
Email: Jo.Jansyn@woollahra.nsw.gov.au



### Cultural Projects Assistant

<b>Department:</b>	Cultural Development
<b>Workplace Location:</b>	Woollahra Council
<b>Days/Hours:</b>	Monday – Friday, 12 – 5pm. Days and hours to be negotiated based on volunteer and project availability
<b>Title of Supervisor:</b>	Cultural Development Coordinator

#### **Objective of the program:**

- To present cultural programs and activities which are representative of the local community.
- To raise awareness of the Council Chambers as an accessible centre where the community have the opportunity for cultural experiences.
- To encourage participation, attendance and input from the local community on a range of cultural programs and activities.

#### **Your duties could include (may vary – based on specific project):**

- Assist with administrative and clerical tasks including mail-outs, folding, organising and updating databases.
- Assist with the planning, promotion and coordination of cultural events.
- Attend cultural project meetings.
- Follow any directions given by the Cultural Development Coordinator.

#### **Your responsibilities:**

- Undertake Duties in a responsible, dependable, conscientious and courteous manner
- Honour commitments to rosters
- Co-operate with other volunteers and employees and be willing to work as part of a team
- Commitment to attend training programs
- Respect the confidentiality of others
- Adhere to Council's volunteer policies and procedures as set out in the Volunteer Manual

#### **Essential Qualities and Criteria:**

- Knowledge of Windows Office 2000.
- Excellent interpersonal and communication skills.
- Well organised.
- Volunteers may have a special interests in art, history or culture.

**Benefits:**

- Opportunity to develop skills in the planning and implementation of cultural projects.
- Opportunity to meet others who have an interest in cultural development
- Be a valuable member of the Community Service team.
- Contribute to the cultural development of the community.

**Contact person for more information:**

Jo Jansyn  
Cultural Development Coordinator  
Ph: 9391 7135  
Email: [Jo.Jansyn@woollahra.nsw.gov.au](mailto:Jo.Jansyn@woollahra.nsw.gov.au)



### Senior's Art/Craft Class Assistant

<b>Department:</b>	Community Services
<b>Workplace Location:</b>	Woollahra Senior's & Community Centre Cnr Queen Street & Edgecliff Road, Woollahra
<b>Days/Hours:</b>	Varied days and times
<b>Title of Supervisor:</b>	Activities Officer Woollahra Senior's & Community Centre

#### **Overview of Program/Service:**

The program offers social and recreational services to senior's in our local community. Our senior's activities include a meal service, exercise classes, art and craft, bus trips and bridge. The Centre is also host to University of the 3<sup>rd</sup> Age and is available for community room hire evenings and weekends.

#### **Objective:**

We are seeking a motivated and energetic person to assist Council's Activities Officer facilitate our weekly art and craft class in providing a fun but relaxed atmosphere with timely and smooth functioning.

The position offers scope for a creative person to help the group as a whole or with individual attention when required.

#### **Your responsibilities/duties:**

- Assist with setting up for the class by clearing the dining room tables after lunch and laying out art or craft materials ready for class
- Participate in the class by assisting the group or individuals as needed
- Be part of the group by interacting and chatting with the seniors
- Assist with clearing and cleaning up after the class and packing materials away

#### **Essential Qualities and Criteria:**

- Sensitive to the needs of older people with a true desire to commit to working with and enjoying the company of seniors
- Demonstrated ability to work as part of a team
- Commitment to undertake required supervision

**Benefits:**

- Satisfaction of providing a needed and caring service
- Opportunity to meet people and contribute to their well being
- Opportunity to express or own creativeness while helping others
- Opportunity to undertake training and learn new skills
- Lunch provided if required

**Screening Required:**

- Relevant references

**Training Required:**

- Direct hands on induction, training and supervision
- OH&S and EEO Principles
- Emergency procedure & evacuation training

**Contact person for more information:**

Coordinator of Woollahra Senior's & Community Centre  
Ph: 9363 5957



### Senior's Activity Assistant

<b>Department:</b>	Community Services
<b>Workplace Location:</b>	Woollahra Senior's & Community Centre Cnr Queen Street & Edgecliff Road, Woollahra
<b>Days/Hours:</b>	Varied days and times
<b>Title of Supervisor:</b>	Coordinator of Woollahra Senior's & Community Centre

#### **Overview of Program/Service:**

The program offers social and recreational services to senior's in our local community. Our senior's activities include a meal service, exercise classes, art and craft, bus trips and bridge. The Centre is also host to University of the 3<sup>rd</sup> Age and is available for community room hire evenings and weekends.

#### **Objective:**

We are seeking an energetic person to assist the Coordinator and kitchen staff to maintain a high quality duty of care to the senior members of Woollahra Senior's & Community Centre The position offers a variety of senior's activities with the opportunity for activity planning and clerical duties. Theme luncheon parties occur on a regular basis which welcome creativity and a willingness to participate and enjoy the day.

#### **Responsibilities/ Duties:**

- Assist seniors from the bus and escort into the Woollahra Senior's & Community Centre and escort frailer seniors attending the exercise class to upstairs room
- Option of joining the exercise class or spend time with the seniors in the lounge room or courtyard
- Assist with lunch and dining room preparation and clearing away if required
- Assist any seniors who need help with seating to lunch in the dining room
- Help kitchen staff serving meals and serving tea/coffee
- Enjoy a lunch break and a chat with the seniors
- Assist in the preparation of a range of activities including bus trips or activates in the centre

#### **Essential Qualities and Criteria:**

- Sensitive to the needs of older people with a true desire to commit to working with and enjoying the
- company of seniors
- Demonstrated ability to work as part of a team

- Commitment to undertake required training
- Keenness to assist with our members special theme party days

**Benefits:**

- Satisfaction of providing a needed and caring service
- Opportunity to meet people and visit interesting places
- Assist with and enjoy our theme party days
- Opportunity to undertake training and learn new skills
- Morning / afternoon tea provided

**Screening Required:**

- Police check
- Relevant references

**Training Required:**

- Direct hands on training and supervision
- OH&S and EEO Principles
- Emergency procedure & evacuation training

**Contact person for more information:**

Coordinator of Woollahra Senior's & Community Centre  
Ph: 9363 5957



### **Bushcare Volunteer**

**Department:** Parks & Street Trees

**Workplace Location:** Based from Quarry St Depot

**Days/Hours:** 2 hours anytime between 10am and 2pm  
Days depend on location:  
Cooper park every Tuesday and the last Saturday of the month  
Harbourview Park every Thursday and Saturday  
Gap Park every Wednesday.  
Trumper Park every Friday

**Title of Supervisor:** Rudi Adlmayer – Bushcare Liaison Officer

#### **Overview of Program/Service:**

Bushcare is a community-based program in which volunteers help regenerate and preserve Woollahra's bushland, with the assistance and support of Council staff. Bushcare provides an opportunity for volunteers to learn about the local environment, the local community and to gain a better understanding of bushland and environmental issues.

#### **Objective:**

To assist in the rehabilitation, management and maintenance of remnant urban Bushland areas within the bounds of Woollahra Municipal Council.

#### **Your responsibilities:**

- a commitment in terms of time and regular attendance to the program;
- an honouring of any commitment they have made to rosters;
- a commitment to training programs;
- duties undertaken in a responsible, dependable, conscientious and courteous manner;
- representation of the Council in a politically neutral manner;
- co-operation with other volunteers and employees;  
respect for the confidentiality of the Council and any person with whom they may be working;
- adherence to the Council's Equal Employment Opportunities, Occupational Health and Safety, media, and other policies and procedures;
- advice to the Council as early as possible regarding their intention to leave the volunteer project, but one week as a minimum;
- Volunteers to be responsible for their own transport costs to and from the volunteering sites;
- Volunteers to provide their own hat and appropriate attire for working outdoors;

- Compliance with all relevant Council Policy and procedures

**Volunteer Limitations** (ie: What a volunteer cannot do in this role)

- Breach OHS, and Bushcare policy;
- Wear inappropriate clothing such as open shoes.
- Work on hazardous site such as slopes, and under trees with hanging limbs;
- be under the influence of drugs and alcohol; and
- spray herbicides.

**Essential Criteria:**

(eg:, communication skills, skills, experiences, interests etc)

- Willingness to work towards the goals and objectives of Woollahra Municipal Council Bushcare Development Program, and Bushcare Policy.
- Enthusiasm and a genuine concern for the natural environment.
- Eagerness to undertake training in the methods and principles of bush regeneration.
- Ability to attend as many on site days as possible

**Desirable Criteria**

- Previous experience in volunteering, especially in natural areas,
- Understanding of and a commitment to environmental issues relating to the conservation of natural areas
- Knowledge of good jokes.

**Benefits:**

- placement, as far as possible, in the type of volunteer work which suits their skills and/or interests;
- a position description which clearly outlines the volunteer's specific responsibilities;
- insurance which covers injury at the Council and while travelling to and from the Council for their volunteer work;
- relevant orientation and a Training Manual;
- supervision of their operations and training when required;
- programs that are adequately resourced and situations avoided which result in out-of-pocket expenses or allowances being paid to volunteers;
- freedom from pressure to undertake activities they feel unable or ill-equipped to complete, or feel go beyond the original reason for their volunteering;
- feedback regarding performance;
- support, encouragement and appreciation for their efforts; and
- sunscreen and gloves to be issued if they are working outdoors.

**Training Required:**

- Values of urban Bushland;
- OHS & EEO;
- Native plant and weed identification.

**Special Conditions:**

Need to provide your own hat and a sturdy pair of boots. We will provide sunscreen and insect repellent.

**Contact person for more information:**

Rudi Adlmayer - Bushcare Liaison Officer  
Ph: 0423 020 648