

Woollahra
Libraries

Volunteer Positions



Events and Programs

Department:	Woollahra Libraries
Workplace Location:	Woollahra Libraries – Double Bay, Paddington and Watsons Bay
Days/Hours:	As required Days and times are variable
Title of Supervisor:	Library Volunteer Coordinator Event or Program Facilitator

Overview:

The delivery of a wide range of events and programs for all ages within the Woollahra community. These programs provide opportunities for people to learn, connect and be inspired.

Your responsibilities/duties:

- Assist with set up and pack up of events
- Assist with registrations or ushering of attendees at events
- Assist with hospitality, including service of refreshments
- Assist with promotional activities related to library events
- Provide feedback and ideas for improvement
- Attendance at regular library volunteer meetings

Essential Qualities and Criteria:

- Interest in cultural and community events and activities
- Interest in providing lifelong learning opportunities
- Ability to engage with and speak with attendees in a clear and friendly manner
- Flexible approach to working hours
- Reliability

Benefits:

- Satisfaction in providing a much appreciated service
- Working as part of a team to deliver an engaging and diverse program
- The enjoyment and reward of attending interesting events
- Developing new skills

Screening Required:

- Interview
- Reference Check
- Working with Children Check

Training Required:

- Induction, training and supervision of identified tasks
- Manual handling and food handling training as required
- Work health and safety and EEO principles
- Emergency procedure & evacuation

Contact person for more information:

Library Volunteer Coordinator
Phone: 9391 7938
Email: library@woollahra.nsw.gov.au

Home Library Service

Department:	Woollahra Libraries
Workplace Location:	Woollahra Library at Double Bay Residential and local nursing homes of HLS members
Days/Hours:	Usually 2-3 hours weekly Days and times are negotiable and flexible
Title of Supervisor:	Community Engagement Officer – Home Library Service

Overview:

Selection and delivery of library items for members with; a physical disability, ageing or ill who are unable to visit the library. The aim of this role is to reduce social isolation of older residents in our community by visiting them in their homes when delivering library material and connect them with suitable events and programs.

Your responsibilities/duties:

- Courtesy telephone calls
- Assist with delivery preparation
- Selection and delivery of library material
- Delivery assistance with courier
- Home tech assistance
- Assist at social events with ushering and hospitality
- Provide feedback and ideas for improvement
- Attendance at regular library volunteer meetings

Essential Qualities and Criteria:

- Genuine care and concern for the elderly and people with a disability
- Reasonable level of fitness
- Interest in reading
- Computer literacy
- Reliability

Benefits:

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

Screening Required:

- Interview
- Reference Check
- Criminal Record Check
- Working with Children Check

Training Required:

- Induction and in-house training covering duty of care, confidentiality, disability awareness.
- Become a Dementia Friend
- Work health and safety and EEO principles
- Manual handling and food handling training as required
- Emergency procedure & evacuation

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Local History

Department:	Woollahra Libraries
Workplace Location:	Woollahra Library at Double Bay
Days/Hours:	Usually 2-3 hours weekly Days and times are negotiable and flexible
Title of Supervisor:	Senior Local History Librarian and Local History Officer

Overview:

Woollahra Libraries 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 made available to the public and Council staff. This role assists the Local History staff with the maintenance of the Local History collection.

Your responsibilities/duties:

- Sort and file material according to Local History guidelines
- Assist with local history digitisation
- Read and interpret the Woollahra Council minutes covering the period 1875-1900, correct the electronically translated text of these minutes
- Accompany Local History staff on walking tours
- Assist Local History staff at talks and workshops
- Provide feedback and ideas for improvement
- Attendance at regular volunteer meetings

Essential Qualities and Criteria:

- Attention to detail
- Ability to file numerically and alphabetically
- Patience and enthusiasm
- Ability to be able to read copperplate style handwriting
- Ability to be able to correct electronically translated text
- Ability to commit to long term projects
- Computer literacy

Benefits:

- Developing an awareness of the Local History Collection
- Satisfaction in providing a much appreciated service.
- Basic training in the use of a computer
- Knowledge that you are helping to preserve paper records which are unique to the Woollahra municipality and making Local History information available on the internet.

Screening Required:

- Interview
- Reference Check
- Working with Children Check
- Confirmation of ability to read copperplate style writing, and computer literacy

Training Required:

- In-house training and supervision by Local History staff
- Work health and safety and EEO principles
- Emergency procedure & evacuation

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General Library Service

Department:	Woollahra Libraries
Workplace Location:	Woollahra Library at Double Bay
Days/Hours:	Usually 2 hours weekly or fortnightly Days and times are negotiable and flexible
Title of Supervisor:	Library Volunteer Coordinator Customer Service Staff

Overview:

Delivering library services to members of the Woollahra community by providing excellent customer service across the Woollahra Libraries network.

Your responsibilities/duties:

- Shelving and tidying library collections
- Assisting customers with directional enquiries
- Support staff to locate missing or reserved books through collection reports
- Provide feedback and ideas for improvement
- Attendance at regular library volunteer meetings

Essential Qualities and Criteria:

- Attention to detail
- Ability to file numerically and alphabetically
- Customer focused and friendly
- Reliability

Benefits:

- Satisfaction in providing a much appreciated service
- Developing new skills
- Gaining experience for career progression

Screening Required:

- Interview
- Reference Check
- Working with Children Check

Training Required:

- Induction and in-house training covering duty of care, confidentiality, disability awareness.
- Become a Dementia Friend
- Work health and safety and EEO principles
- Manual handling
- Emergency procedure & evacuation

Contact person for more information:

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Justice of the Peace

Department:	Woollahra Libraries
Workplace Location:	Woollahra Libraries – Double Bay, Paddington and Watsons Bay
Days/Hours:	Usually 2 hours fortnightly Days and times are negotiable and flexible
Title of Supervisor:	Library Volunteer Coordinator

Overview:

The Justice of the Peace volunteer will be located within each library to provide an accessible service to the Woollahra community to assist to:

- Witness oaths
- Signatures
- Affidavits
- Statutory declarations
- Certify documents

Your responsibilities/duties:

- Provide Justice of the Peace services to the Woollahra community
- Provide feedback and ideas for improvement
- Attendance at regular library volunteer meetings

Essential Qualities and Criteria:

- Attention to detail
- Patience and enthusiasm
- Strong customer service skills
- Justice of the Peace Certification
- Reliability

Benefits:

- Satisfaction in providing a much appreciated service
- Knowledge that you are helping to build services within the Woollahra community

Screening Required:

- Interview
- Reference Check
- Certification Check
- Criminal Record Check
- Working with Children Check

Training Required:

- Induction and in-house training covering duty of care, confidentiality, disability awareness.
- Work health and safety and EEO principles
- Emergency procedure & evacuation

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IT Assistant

Department:	Woollahra Libraries
Workplace Location:	Woollahra Libraries – Double Bay, Paddington and Watsons Bay
Days/Hours:	Usually 1 hour weekly/fortnightly on Thursday or Friday
Title of Supervisor:	Library Volunteer Coordinator

Overview:

To provide excellent customer service across all Library service points and assist the Woollahra community with their technology concerns.

Your responsibilities/duties:

- Assisting customers with technology difficulties through Tech Connect Express program
- Assist at technology related workshops
- Provide feedback and ideas for improvement
- Attendance at regular library volunteer meetings

Essential Qualities and Criteria:

- Computer literacy
- Knowledge and experience using technology
- Outstanding confident communication skills
- Strong customer service skills
- Reliability

Benefits:

- Satisfaction in providing a much appreciated service
- Developing new skills
- Gain experience for career progression

Screening Required:

- Interview
- Reference Check
- Criminal Record Check
- Working with Children Check

Training Required:

- Induction and in-house training covering duty of care, confidentiality, disability awareness.
- Become a Dementia Friend
- Supervision by customer service staff
- Work health and safety and EEO principles
- Emergency procedure & evacuation

Contact person for more information:

Library Volunteer Coordinator
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Slide Monitor

Department:	Woollahra Libraries
Workplace Location:	Woollahra Library at Double Bay
Days/Hours:	Usually 1 hour weekly/fortnightly Days and times are negotiable
Title of Supervisor:	Library Volunteer Coordinator

Overview:

To provide excellent customer service to the Woollahra community, by ensuring safe use of the slide within the children's area of the Woollahra Library at Double Bay.

Your responsibilities/duties:

- Follow safety guidelines of slide to ensure safe use
- Remain present at the slippery slide entrance throughout the shift
- Communicate positively, politely and confidently
- Queue management of those using the slide
- Setup and pack up for activity
- Enable a fun, engaging environment for people to enjoy the slide while remaining safe
- Provide feedback and ideas for improvement
- Attendance at regular library volunteer meetings

Essential Qualities and Criteria:

- Volunteer must be 18 years and/or over
- Interest in children's activities
- Strong customer service skills
- Outstanding confident communication skills
- Reliability

Benefits:

- Satisfaction in providing a much appreciated service
- Gaining experience in a child-related role

Screening Required:

- Interview
- Reference Check
- Working with Children Check

Training Required:

- Induction and in-house training covering duty of care, confidentiality, and safe slide use
- Work health and safety and EEO principles
- Emergency procedure & evacuation

Contact person for more information:

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