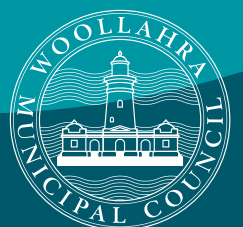


Woollahra
Libraries

Volunteer Positions

woollahra.nsw.gov.au/library



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Events and Programs

Department:

Woollahra Libraries

Workplace Location:

Paddington Library

Watsons Bay Library

Woollahra Library at Double Bay

Days/Hours:

As required

Days and times are variable

Title of Supervisor:

Library Volunteer Supervisor

Event or Program Facilitator

Overview:

Supporting 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
- Assist with registrations or ushering of attendees
- 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

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 Supervisor
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 library 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
- Work health and safety and EEO principles
- Manual handling
- Emergency procedure & evacuation

Home Library Service

Department:

Woollahra Libraries

Workplace Location:

Woollahra Library at Double Bay
Residency and local aged care facilities
of Home Library 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:

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:

- 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 or illness
- 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 a Home Library 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

IT Assistant

Department:

Woollahra Libraries

Workplace Location:

Paddington Library

Watsons Bay Library

Woollahra Library at Double Bay

Days/Hours:

Usually 1 hour weekly/fortnightly
on Thursday or Friday

Title of Supervisor:

Library Volunteer Supervisor

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
- 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
- Work health and safety and EEO principles
- Emergency procedure & evacuation
- Manual handling

Justice of the Peace

Department:

Woollahra Libraries

Workplace Location:

Paddington Library

Watsons Bay Library

Woollahra Library at Double Bay

Days/Hours:

Usually 2 hours fortnightly

Days and times are negotiable and flexible

Title of Supervisor:

Library Volunteer Supervisor

Overview:

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

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:

- Assist Local History staff with long projects such as transcription, digitisation, sorting and filing etc.
- 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 commit to long term projects
- Computer literacy

Benefits:

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

Screening Required:

- Interview
- Reference Check
- Working with Children Check

Training Required:

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

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 Supervisor

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 slide entrance throughout the shift
- Communicate positively, politely and confidently
- Queue management of those using the slide
- Set up 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
- 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, disability awareness
- Work health and safety and EEO principles
- Emergency procedure & evacuation

Code Club Facilitator

Department:

Woollahra Libraries

Workplace Location:

Woollahra Library at Double Bay

Days/Hours:

Weekly on Tuesdays (school term only)
5:15pm–6:45pm

Title of Direct Supervisor:

Community Engagement Officer –
Children's Programs

Overview:

Introducing children (ages 8 – 12) to coding through the Code Club Australia curriculum. Children learn coding using Scratch and complete weekly challenges (Beginners) or ongoing projects (Intermediate). This is a facilitator role and requires leading weekly sessions alongside library staff and other volunteers.

Objective: Teach children the Scratch programming language using the Code Club Australia curriculum to create, connect, and challenge a community of coders.

Your responsibilities/duties:

- Attend each weekly session
- Set up and pack down before and after the session
- Introduce and lead the session or project
- Foster a welcoming and positive learning atmosphere
- Assist students with set up and troubleshooting
- Encourage students to participate and remain on task
- Provide feedback or ideas for improvement to the Community Engagement Officer – Children's Programs
- Knowledge of Woollahra Council's Child Safe Environment Policy and Reportable Conduct Procedure

Essential Qualities and Criteria:

- Interest and/or experience in computer literacy, coding, and programming
- Familiarity with the Code Club Australia Curriculum
- Interest and/or experience facilitating tech based children's programs
- Comfortable working with children and leading/celebrating group learning
- Enthusiasm and patience
- Punctuality and reliability

Benefits:

- Satisfaction in providing a popular program
- Teaching a new generation of coders
- Learn and practice presenting skills

Screening Required:

- Interview
- Reference Check
- Working with Children Check

Training Required:

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

Book Club Convenor

Department:

Woollahra Libraries

Workplace Location:

Woollahra Libraries or other locations within LGA

Days/Hours:

1-2 hours per month. Day/time of monthly book club meeting negotiable

Title of Direct Supervisor:

Library Customer Service Team Leader

Overview:

Woollahra Libraries aims to contribute to community well-being through the provision and facilitation of a range of community programs, places, and spaces for people to connect and interact. Woollahra Libraries facilitates Book Clubs at all library locations as well as other sites within our LGA. Each Book Club meets once a month on a day and time decided by the convenor and the Library Customer Service Team Leader.

Your responsibilities/duties:

- Sign an annual PACs (Partnerships, Alliances and Collaborations Agreement). This sets out the roles, responsibilities and commitments of the Book Club and the Library
- Liaise with existing and potential club members via email
- Send a reminder email to club members about the upcoming meeting every month
- Attend monthly club meetings and keep attendance statistics
- In November each year, liaise with club members and the Library Customer Service Team Leader to decide reading list for the coming year
- Regularly liaise with the Library Customer Service Team Leader to provide statistics, feedback, and ideas for improvement

Essential Qualities and Criteria:

- Interest in reading and willingness to be part of a Book Club
- Good communication skills & ability to facilitate discussion
- Some technical skills including basic word processing and email
- Enthusiasm

Benefits:

- Leading & liaising with a community group of readers
- Book clubs kits and books are supplied by Woollahra Libraries
- Meeting new people who love to read and discuss books

Screening Required:

- Interview
- Reference Check
- Working with Children Check

Training Required:

- Induction and in-house training covering duty of care and confidentiality
- Work health and safety and EEO principles
- Emergency procedure & evacuation training
- In-house training with Library Customer Service Team Leader

For more information contact the
Library Volunteer Supervisor on 9391 7938
or email library@woollahra.nsw.gov.au

Woollahra Libraries

Double Bay

451 New South
Head Road
9391 7100

Paddington

Town Hall
247 Oxford Street
9391 7988

Watsons Bay

8 Marine Parade
9391 7999

