



# Volunteer Position Statement

<b>POSITION TITLE</b>	Arts, Culture and Tourism Volunteer Home Library Service Team Member
<b>REPORTS TO</b>	Home Library Service Delivery Officer
<b>CLUSTER</b>	Service Delivery
<b>DEPARTMENT</b>	Arts, Culture and Tourism (ACT)
<b>TEAM</b>	Cultural Experiences - Outreach
<b>EFFECTIVE DATE</b>	To be confirmed with volunteer

## ROLE PURPOSE

*Our Home Library Service Team Members are enthusiastic about making a difference and creating opportunities for residents to stay connected with their community. They support individuals who are unable to access LMCC branch libraries and empower them to enjoy our collections, delivering library materials to their homes and assisting them with accessing online library services and digital resources.*

## CORE TASKS

This position:

- *will involve a minimum commitment of 2-4 hours per week, once a month. Indicatively, shifts will be scheduled between 10am-3pm, Tuesday to Thursday. Individual schedules might fluctuate depending on volunteer availability and expected volume of deliveries. Volunteers might operate individually or in pairs.*
- *will operate from one of the LMCC branch libraries and will involve driving locally to deliver books and other library materials.*
- *will collect pre-selected library materials from LMCC branch libraries, delivering them directly to eligible community members at their residence, including private homes, aged care facilities and retirement villages.*
- *will pick up library materials from Home Library Service customers and return them to a LMCC branch library.*
- *will document and share customers' feedback with the Library Delivery Service Officer, to allow for updates on reading interests and service requirements, also referring any enquiries to the Library Service Delivery Officer for follow-up.*
- *will support and educate Home Library Service customers, providing digital mentorship and training around library services.*
- *will involve attendance at specific training and briefing sessions as required.*

# Position Statement

---

## CRITERIA

- *Willingness to learn, work as a part of a team and independently.*
- *Excellent communication skills, positive attitude, and willingness to help.*
- *Current driving license and access to own vehicle is required.*
- *Comfortable with the physical requirements of the role, such as carrying light weights, loading and pushing trolleys, and loading and unloading deliveries of library materials from vehicles.*
- *Current Working with Children Check (which can be obtained at no cost through Service NSW. Please note that the process involves a National Police Check and a review of reportable workplace misconduct)*
- *Ability to use and be trained on a range of digital devices, including tablets and computers.*

## REQUIRED TRAINING

- *Council Induction.*
- *Work Health and Safety and Safe Manual Handling.*
- *'Be Connected' Digital Mentor training.*
- *Any site-specific induction as required.*

## CONDITIONS OF SERVICE

*Please note that in this role you will be required to use your own private vehicle for deliveries and LMCC will only reimburse fuel costs incurred during the volunteer work. Volunteers will be liable for parking fees, or any fines incurred whilst driving their own vehicle. Council's insurances do not cover individuals' private vehicles, and we trust that volunteers' vehicles are comprehensively insured. It is advisable to inform your insurance company that you will be using your car for volunteering activities with LMCC.*

The incumbent is required to comply with Council's Code of Conduct, policies and procedures, and other conditions of service outlined during training and induction.

<b>VOLUNTEER NAME</b>	
<b>SIGNATURE</b>	
<b>DATE</b>	