

Volunteer Role Home Library Service

POSITION	Home Library Service Volunteer		
LOCATION	Frankston, Carrum Downs and Seaford Libraries		
TIME COMMITMENT	Approximately 3 hours per delivery, flexible arrangement with Library Customer		
POSITION OBJECTIVE/GOALS:			
<ul style="list-style-type: none"> To improve the health and wellbeing of Library customers, who are unable to visit the library due to illness, frailty, disability or short-term mobility restriction through the delivery of library resources. 			
KEY OUTCOMES AND RESPONSIBILITIES:			
<ul style="list-style-type: none"> Carry out tasks efficiently and honestly. Participate in orientations, training and meetings. Selecting library resources from Library customer reading profiles. Delivering library items and collecting resources for return to the library. Reserving library items as required. Keyboard skills and a knowledge of the Library's catalogue is beneficial. 			
BENEFITS TO VOLUNTEER:			
<ul style="list-style-type: none"> Making community connections, having a love of reading, enhancing our Home Library service by being an advocate for Frankston City Libraries. 			
QUALIFICATIONS AND EXPERIENCE:			
<ul style="list-style-type: none"> A love of reading, and helping seniors in our Library community. Having compassion, commitment, and time management skills. 			
THE VOLUNTEER WILL BE REQUIRED TO USE THEIR OWN VEHICLE (IF YES, THE VOLUNTEER MUST HAVE AND MAINTAIN VEHICLE REGISTRATION AND, AT MINIMUM, THIRD PARTY INSURANCE)?	YES	<input checked="" type="checkbox"/>	NO <input type="checkbox"/>
IF YES, DETAIL EXPECTED LEVEL OF VEHICLE USE:	Driving within a 10 Km radius per visit		
THE VOLUNTEER MUST HAVE AND MAINTAIN POLICE RECORDS CHECK?	YES	<input checked="" type="checkbox"/>	NO
THE VOLUNTEER MUST HAVE AND MAINTAIN A WORKING WITH CHILDREN CHECK?	YES	<input checked="" type="checkbox"/>	NO
THE VOLUNTEER MUST HAVE AND MAINTAIN A DRIVERS LICENCE?	YES	<input checked="" type="checkbox"/>	NO <input type="checkbox"/>
OTHER CHECKS OR LICENCES? (Please specify)	YES	<input type="checkbox"/>	NO <input checked="" type="checkbox"/>
Petrol will be reimbursed. See attached Petrol Reimbursement Form			
ORGANISATION RELATIONSHIPS			
Reports to:	Team Leader Outreach & Volunteers		
Internal Contacts:	Library staff		
External Contacts:	Home Library Customers		
PHYSICAL REQUIREMENTS OF THE POSITION:			
Task Performed	Frequently Performed	Sometimes	Never/Rarely
	More than 2 hours in 1 shift or continually for 30 min	Less than 2 hours in 1 shift	Infrequent use/activity
Keyboard duties			X
Reading tasks		X	

Writing tasks		X	
Sitting (extended periods)		X	
Walking/Standing (Briefly)		X	
Walking/Standing (Extended)		X	
Driving Car/Utility/Tractor/Truck/Bus		X	
Lifting/Carrying duties (Light) <10kg			X
Lifting/Carrying duties (Heavy) >10kg			X
Pushing/Pulling tasks (Light) <10kg			X
Pushing/Pulling tasks (Heavy) >10kg			X
Chopping/Digging tasks			X
Bending/Kneeling requirements			X
Climbing (stairs, ladders/scaffold)			X
Handling grease/oils			X
Exposure to dust/dirt/hazardous materials			X
Exposure to chemicals and/or detergents			X
Stress - Difficult customers			X
Stress - Tight deadlines			X
Stress- Other (Please specify)			X
Exposure to hot/cold temperature			X

By signing below, you understand that this is a volunteer role whereby you are willingly giving your time without financial gain and you agree to accept the duties and responsibilities as outlined in this Role Description.
The Code of Conduct is also to be read and signed in conjunction with acceptance of this Role Description.

Name:

Signature:

Date