**Role:** Library Volunteer - Home Library Service

**Reports to:** Home Library Service Officer

**Department/Unit overview:** Wyndham City Libraries are located in one of the fastest growing municipalities in Australia. Currently there are four council libraries in Wyndham with opportunities for volunteers to assist library staff in the provision of a quality library service in a high growth area.

**Purpose:** Volunteers will deliver library items to eligible customers who are unable to visit the library due to ill health, frailty or disability.

**Key Responsibilities and Duties:**

* Deliver library items to customers’ homes as directed in a safe, efficient and friendly manner
* Be reliable and punctual
* Pass on any feedback from the customer, including requests for particular items
* Maintain confidentiality
* Attend all compulsory training sessions

**Desired Attributes:**

* Drivers will need to possess a valid Victorian Drivers Licence and ensure their vehicle is in a roadworthy condition. Comprehensive insurance is desirable
* Be able to read a road map
* Good communication skills
* Ability to communicate effectively with older adults and people with a disability
* Knowledge of manual handling (training provided)

**Inherent Physical Requirements of Position:**

* Standing/Walking
* Lifting/Handling – up to 6.5kg
* Office Duties
* Driving

**Length of Appointment:** Ongoing- reviewed 6 monthly

**Police Check:** A police check application will be lodged once a volunteer has been accepted into a program and will be completed every 3 years. There is no cost to the volunteer.

**Support:** Training will be provided for this role. In addition, the Home Library Service Officer will be available for questions and assistance.

**Dress Code:** Neat casual and appropriate closed-in footwear

**Signed: ............................................................................. DATE: ..../..../.........**

**Print Name: .......................................................................................................................**