**Role:** Library VolunTeen

**Reports to:** Education & Youth Librarian, or Children’s Librarian

**Purpose:** VolunTeens will assist library staff with basic housekeeping and administrative tasks under supervision, create online content for youth readers’ advisory while in branch, and assist with children’s and youth programs where required.

**Department/Unit overview:**  Wyndham City Libraries are located in one of the fastest growing municipalities in Australia. Opportunities are available for VolunTeens to assist library staff in the provision of a quality library service.

**Wyndham City:**

**Vision** – Diverse People, One Community, Our Future

**Mission** – We strive to serve the best interests of the Wyndham community by providing quality services; managing growth; and supporting residents to lead healthy, safe, vibrant and productive lives, while protecting our local environment.

**Values** – Integrity, Community Focus, Respect, Commitment, Leadership and Teamwork

**Key Responsibilities and Duties:**

Duties will be allocated according to the requirements of the library at that time.

Duties may include:

* Re-shelving library resources
* Withdrawal of stock, working from a printed list
* Preparation of craft activities
* Assisting with programs and events where required
* Photographing events and programs when required
* Other housekeeping duties within the capabilities of the volunteer

**Desired Attributes:**

* Ability to shelve library items in alphabetical and numerical order
* Ability to organise own time and allocated tasks
* Ability to communicate and liaise with other volunteers and library staff
* No formal qualifications are required

**Length of Appointment:** VolunTeens are subject to a probationary period of 3 months. The role is ongoing and will be reviewed every six months.

**Police Check:** A police check application will be lodged once a VolunTeen has been accepted into a program and will be completed every 3 years (for all VolunTeens 18 years and older). There is no cost to the VolunTeen.

**Working with Children Check:** If you are a VolunTeen working with children, and are 18 years of age or older, you will need a current Working with Children Check (WWCC) before you commence your volunteer role. There is no cost to the VolunTeen.

**Support:** Training will be provided for this role. In addition, an Education and Youth Services Librarian, or Children’s Librarian, will be available for questions and assistance.

**Dress Code:** Neat casual or school uniform.

**VolunTeen Name: .................................................................................................................................**

**Signed: ............................................................................................. Date: ..../..../.........**

**Parent/Guardian Name: ......................................................................................................................**

**Signed: ............................................................................................. Date: ..../..../.........**

Our Ref: A689790