**Role:** Volunteer Program - Family and Local History

**Reports to:** Family and Local History Librarian

**Purpose:** To help people research their family history and/or work on projects.

**Department/Unit overview:** The Wyndham City Libraries are located in one of the fastest growing municipalities in Australia. Currently there are five 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.

**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:**

* Work unsupervised in the family history room, helping people research their family history
* Work unsupervised on projects, which may include indexing, research or writing
* Maintain confidentiality
* Attend training sessions

**Desired Attributes:**

* An interest and experience in family and local history, including using at least one of Ancestry, findmypast or British newspaper archives
* Good computer skills
* Verbal and Written communication skills
* Patient manner with good listening skills

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

**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.

**Working with Children Check:** If you volunteer with children, you will need a current Working with Children Check (WWCC) before you commence your volunteer role.

**Support:** Training will be provided for this role. In addition, the Family and Local History Librarian will be available for questions and assistance.

**Dress Code:** Neat casual.

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

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