**Role:** Program Volunteer - Chess Club

**Reports to:**  Adult Programs and Services Librarian

**Purpose:** Wyndham City Libraries’ Chess Club provides an opportunity for those with an interest in chess to meet and play with people with a similar interest from the Wyndham community. As an all-ages program, Chess Club allows for interaction across ages and skill levels, allowing players to learn from one another and pass on helpful tips.

The Chess Club Volunteer will work with library staff to deliver an engaging, fun and community focussed program. The Volunteer will ensure that the program runs smoothly and will provide guidance for participants by giving instruction in the rules and strategies of chess.

**Department/Unit overview:** Wyndham City Libraries is 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:**

* Provide quality instruction to people who are unfamiliar with the rules and strategies of chess
* Act as an arbitrator during matches
* Model and encourage appropriate behaviour, and build positive relationships with participants
* Maintain Chess Club attendance rolls
* Assist with the set-up of materials; pack up materials at the end of the session
* Liaise with the Adult Programs and Services Librarian regarding issues that may arise and pass on any feedback from participants

**Desired Attributes:**

* Current Working with Children Check (if volunteer is over 18 years old)
* Knowledge of chess rules and strategies
* Effectively provide instruction
* Excellent verbal communication and interpersonal skills
* Supervise and communicate well with young people
* Interact with people with different ages, backgrounds and occupations
* Work independently or as part of a team

**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 the 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 Adult Programs and Services Librarianwill be available for questions and assistance.

**Dress Code:** Neat casual.

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

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

**If under 18 years, Parent/Guardian Name: ................................................................................**

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