

LIBRARY VOLUNTEER ROLE ACTIVITY STATEMENTS

ADULT LIBRARY PROGRAMS SUPPORT

Assist the Library Programs Officer in the efficient, professional and effective delivery of quality library programs. Programs may be presented at any time during library opening hours and include author talks and workshops. Adults programs are presented to relevant age groups with specific emphasis on the aged, people with a disability and people from non-English speaking backgrounds (NESB).

REQUIREMENTS

- Demonstrated ability to be prompt and reliable
- An interest in working with the community
- Working with Children Check

TIME COMMITMENT: As required by the Library Programs Officer.
Time commitments will vary depending on the current cycle of Library Programs.

RESPONSIBILITIES

- To report to the library on scheduled days/times
- To support adult programming as directed
- Assist in preparing and serving trolleys of food and drinks to individuals attending programs
- Assist in program set up, including the removal of seating and tables
- Assist in program management through, for instance, checking names on a booking sheet or directing participants to allocated seating.

CHILDREN AND YOUTH LIBRARY PROGRAMS SUPPORT

Assist the Children's & Youth Officer in the efficient, professional and effective delivery of quality library programs. Programs may be presented at any time during library opening hours and are presented to age groups from birth to 18, including author talks, workshops, early literacy, etc., as well as supporting a range of programs and services organised in support of the Singleton community.

REQUIREMENTS

- Demonstrated ability to be prompt and reliable
- An interest or experience in working with children and youth
- Working with Children Check

TIME COMMITMENT: As required by Library staff. This varies depending on the current cycle of Library programs and on the type of program being supported. Some ongoing programs may require support on a monthly basis, or even more frequently.

RESPONSIBILITIES

- To report to the library on scheduled days and at scheduled times.
- To support children's and youth programming as directed by Children's & Youth Officer.
- Assist in program set up including the removal of seating and tables or preparing program resources.
- Assist in program management through, for instance, checking names on a booking sheet or directing participants to allocated seating, or in preparing and serving trolleys of food and drinks to individuals attending programs.
- Assist in ongoing presentation of programs such as Lego or Robotics club.
- Assist in periodical presentation of programs such as Book Week or Summer Reading Club.



ADULT LITERACY TUTORING PROGRAM SUPPORT

Assist the Library Programs Officer by conducting one-on-one literacy sessions with program attendees. The Adult Literacy Tutoring Program aims to assist adults with low literacy and numeracy skills including adults from NESB (non-English speaking backgrounds). Sessions are generally conducted in the library, although some may be conducted from other institutions within Singleton.

REQUIREMENTS

- To undertake adult literacy tutor training (at the Library's expense) or to have already recently completed adult literacy tutor training
- Demonstrated ability to be prompt and reliable
- Working with Children Check

TIME COMMITMENT: All tutoring requirements agreed to in consultation with the Library Programs Officer.

RESPONSIBILITIES

- Liaise with the Library Programs Officer around literacy tutoring sessions
- To attend literacy tutoring sessions on scheduled days and at scheduled times
- To attend additional training courses or to participate in feedback sessions as required by the Library Programs Officer

HOME LIBRARY SUPPORT

Assist the Home Library Service Officer in the efficient and effective delivery of materials and/or the selection of materials for the residents of Singleton. Those unable to independently access the library and their carers have access to all library resources including books, audio books, DVDs, CDs and magazines. Items are delivered by volunteers.

REQUIREMENTS

- Demonstrated ability to be prompt and reliable.
- Must hold a current drivers licence.
- Possess the physical capacity to carry out the role (carrying bags up to 5kg; load/unload car and deliver items at several locations over a two/three hour period).
- An interest in working with the elderly or infirm.
- A Working with Children Check is required.
- A Police Check for Working with the Elderly is required.

TIME COMMITMENT: 3 hour shifts on delivery days or as required by prior agreement with the Home Library Officer. Varies depending on the current cycle of library programs and on the type of program being supported. Some ongoing programs may require support on a monthly basis or even more frequently.

RESPONSIBILITIES

- To report to the library on scheduled days and at scheduled times.
- Using the Council vehicle, facilitate the delivery and pick up of materials according to the route supplied.
- Liaise with the Home Library Service Officer regarding any feedback.
- If able, to assist in the selection of material for Home Library Service customers, including assisting in the selection of digital audio files.

