

## Library Outreach Volunteer

<b>Portfolio, Branch</b>	Community Choice - Community and Education
<b>Reports To</b>	Team Leader, Resources Librarian
<b>Location</b>	Primarily based at Council's Queanbeyan Sites

### Primary Purpose

To provide services and connection to individuals who are unable to visit the library.

### Key Tasks

- Deliver items to member of the community
- Chat with members of the community
- Assist with tech queries
- Returning items back to the library
- Complying with workplace health and safety, risk, environmental and quality (HSEQ) objectives and targets
- Other tasks that are in the volunteer's skills and capabilities, as required and as agreed.

### Preferred capabilities

- Ability to constructively contribute to organisational and team outcomes
- Ability to select appropriate items for community member
- Capacity to communicate effectively both in oral and written form.

### Key stakeholders

1. Internal - QPRC staff, managers and elected members of Council
2. Diverse external stakeholders throughout the Queanbeyan-Palerang Community.

### Standards

Performance is measured against QPRC's values (shown below) and the Ethical Framework for the Government Sector that requires those representing government to be apolitical and professional in implementing the decisions of the government of the day.



*our reputation matters*