

## POSITION DESCRIPTION - VOLUNTEER

### Library Volunteer

<b>Portfolio, Branch</b>	Community Choice - Community and Education
<b>Reports To</b>	Team Leader, Customer Experience Librarian
<b>Location</b>	Queanbeyan, Bungendore and Braidwood libraries

### Primary Purpose

To provide services and connection that support community within the library.

### Key Tasks

- Assist in shelving items and shelf reading to make sure items are tidy and in order
- Assist in collection maintenance including weeding and reserve selection
- Assist with programs and events
- Assist with preparing materials for library programs and activities
- Other tasks that are in the volunteer's skills and capabilities, as required and as agreed.
- Complying with workplace health and safety, risk, environmental and quality (HSEQ) objectives and targets

### Preferred capabilities

- Ability to constructively contribute to organisational and team outcomes
- Ability to follow instructions
- Attention to detail
- 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.

