

VOLUNTEER POSITION DESCRIPTION

Home Library Book Delivery

Objective:

Deliver library services to clients within the City of Greater Dandenong who are unable to access branch or mobile libraries due to illness, frailty or disability

Tasks/Duties:

Gain an understanding of the reading interests of the client whom you have been matched to. Select, deliver and collect library materials, according to client requirements. Provide updates to the In Home Library Co-ordinator on the clients and their needs. Work with the Co-ordinator to continually improve the Home Library Service

Requirements:

- Excellent communication skills
- Familiarity with range of books, especially popular fiction
- Ability to use library resources
- Ability to understand and work with elderly people or persons with a disability
- Knowledge of language other than English a bonus
- Driver's licence preferred
- Physically able to carry up to 4 kilo

Time commitment:

A minimum of two hours per client, usually once every three weeks

Location of position:

Any suburb in the Greater Dandenong area, though effort is made to match volunteers with clients living in the same neighbourhood

Support/training:

On site with the Home Library Co-ordinator

Volunteers are offered access to a minimum of four training sessions throughout the year to improve their skills in areas such as emergency first aid and manual handling.

Other comments:

This position is ideal for someone who loves books and enjoys meeting new people. After induction, volunteers are matched with clients with similar interests. Volunteers are reimbursed for their petrol expenses.

A clear police report is essential (Council will cover cost for this check). In addition you may be required to complete a Working with Children Check. The forms will be supplied by the Volunteer Co-ordinator, however you will need to complete and take to the post office for processing. There is no charge for having this check done but you will need to supply a passport size photo to attach to the paperwork which you will be reimbursed for by the Volunteer Program Co-ordinator

Contact Person:

Trish Roche, Co-ordinator, Volunteer Program on 8571 5335 or email proche@cgd.vic.gov.au

GREATER DANDENONG AN ORGANISATION OF EXCEPTIONAL CHARACTER



- We **respect** and care about our community, each other and ourselves.
- We act with **integrity** at all times and in all matters.
- We take time to **listen** to and seek to understand the other point of view.
- We strive to understand and respect the **diversity** of our community and our workplace.
- We understand **our role** in the community and **respect** the responsibility that comes with it.



- We **listen** to our community and respond.
- We **work together** with our community and each other, to achieve the best outcome.
- We have the **confidence** to **challenge** the status quo, to reach for better outcomes.
- We are **action-oriented** in identifying and responding to new challenges.



- We are **proud** of our city, our community and our achievements.
- We spend our time and effort on **solutions** rather than looking for someone to blame.
- We take **responsibility** for our actions.



- We **care** about getting the best outcomes.
- We constantly ask: *What's the **future** and **what's possible**?*
- We have the **courage** to try new ideas.
- We strive for **excellence** in everything we do.



- We tell the **truth**, even when we know people may not want to hear it.
- We form our opinions and give advice from sound, **evidence based** research.
- We act with humility and apply the **highest standards** of ethical behavior to everything we do.



GREATER
DANDENONG
City of Opportunity