

## Library Services Support

**Location:** Campaspe Library

**Tenure:** Volunteer Role

Do you have a passion for books and lifelong learning? We have an exciting opportunity available for volunteer library services support to join the team at the Campaspe Library.

**The key objectives of this role include:**

- Contribute to Library Services delivery through undertaking of basic administrative tasks and general library collections maintenance
- Provide support and assistance appropriate to library users of all ages and abilities, either individual or in a group setting
- Be committed and reliable in the support of Library Services
- Maintain a safe working environment at all times
- Maintain a record of attendance and other records that may be required

**To be successful for this role you will require:**

- Demonstrated knowledge of books and library resources
- Demonstrated literacy and numeracy skills
- Demonstrated customer service skills
- Basic IT and computer skills would be an advantage
- Current Working With Children's Check

This position is a volunteer role providing support to Library Services. For more information, please contact Nerida Dye, Community Outreach Coordinator, [n.dye@campaspe.vic.gov.au](mailto:n.dye@campaspe.vic.gov.au) or 5481 2404.

**Applications close:** Friday 8 July 2022.

To apply, complete the Expressions of Interest form and email to [hr@campaspe.vic.gov.au](mailto:hr@campaspe.vic.gov.au) To view a copy of the role description, please visit the careers-volunteer section on Council's website and follow the instructions.

**Please note:** As per the State Government directions, all Local Government volunteers will need to be vaccinated against Covid-19 (unless they have obtained a medical exemption).