



## Volunteer Role description – Library Helper

**Your role – supporting students, staff and helping to manage resources in the Library**

**Parent Name** \_\_\_\_\_

Helper for year level \_\_\_\_\_ Class \_\_\_\_\_ Teacher \_\_\_\_\_

**Location**

**Start date (and end date if known)**

**Hours per week**

**Key skills**

- have an interest in working with others, especially young people
- be able to communicate and listen effectively
- be reliable, patient, encouraging, friendly and committed

**Main duties**

- Help Library staff to cover, borrow, return or put away books in the library and classroom
- Listen and share; encourage communication and respectful interactions to build a meaningful relationships with adults and students
- Help build the student's positive sense of self and individual abilities by identifying their strengths
- Be encouraging and supportive
- Other duties as required

**Aims of the role**

- Develop a positive relationship with a young person to build on their strengths, skills and abilities in reading, research and information literacy
- Help students discover appropriate reading and learning materials
- Inspire student by being a positive, supporting and caring role model
- Help students to increase engagement to learning

**What you need**

- Department for Education Volunteer Policy and Procedure and specific role training

**Supervision and safety**

You need to:

- always have a staff person present
- make sure everyone is safe
- advise the school as soon as possible if you cannot make it to your session

**What we expect from you**

- Treat everyone fairly and with respect
- Be a good listener and non-judgemental
- Be a positive role model for our students by showing enthusiasm and enjoyment – make it fun
- Be reliable and ensure confidentiality
- Ask a staff member if you are not sure about anything

**Any other special conditions**

Volunteer reports to:

Contact person:

Role review date:            /            /

