Volunteer Position Description

**Position:** Production/Library Assistant (Volunteer)

**Department:** Accessible Information Services (Library)

**Responsible to:** Digital Production Coordinator

We are on the lookout for people who are interested in volunteering at our specialised Library. This is a great opportunity for tech-minded people and also those with library backgrounds.

Volunteers will be exposed to areas related to the digital library concept. We are one of the largest digital libraries in the world which caters solely for people with print disabilities. We are located in Victoria Park, opposite the Victoria Park train station.

**EverAbility Group will provide:**

1. Training
2. Ongoing Support
3. Insurance cover by EverAbility Group’s Volunteer Insurance Policy

# Vision, Values and Promise

## Our shared vision

Inclusion and independence for all.

## Our shared values

**Collaboration:** We achieve more when we work together and value other’s differences.

**Excellence:** We continually grow and develop through expanding our capabilities whilst driving to be our best.

**Respect:** We respect our stakeholders, who are at the centre of everything we do.

## Our Promise

Our commitment, across all our brands, is to provide a professional, person-centred service and offer quality of life outcomes that help people to live the life they choose.

# We will always

* Respond promptly to any calls for assistance
* Treat all people with respect, in a polite and courteous manner
* Treat all people with fairness and integrity
* Uphold privacy and confidentiality principles
* Endeavour to provide accurate and timely information
* Seek our clients’ feedback and make any changes necessary to our practices
* Listen to the concerns of our clients, working collaboratively with them and their family/supports
* Endeavour to provide our clients with a consistent, seamless service across the organisation
* Work in collaboration with other service providers in order to meet the needs of our clients
* Project a ‘can do’ attitude and work to our very best to find solutions.

# As a volunteer you will:

Play a significant role in helping us successfully provide our services to clients. Our Accessible Information Services support people with disability to access print materials for learning, work or leisure.

# Key Responsibilities

1. Audio editing
2. Audio restoration
3. Digitising cassettes
4. Assisting with accessible format conversions
5. Producing accessible audio books
6. Distribution of our digital talking books
7. Other administrative tasks

# What we look for in our volunteers

1. Genuine interest and a passion for volunteering
2. Commitment to our cause
3. Enthusiasm and positivity
4. Integrity
5. Good Judgement – knowing the difference between right and wrong, good and bad
6. Reliability – willing to devote a set amount of time regularly and be punctual
7. Empathy – ability to understand the plight of a particular person or situation without being judgemental
8. Good communication and interpersonal skills– positive and respectful interaction with everyone
9. Self-assurance – able to take constructive criticism on board to improve skills and ability to help others
10. Adaptability to cope with change and a busy workplace
11. Ability to represent the organisation’s message to groups and individuals

# Position specific requirements

1. Ability to use a computer
2. Ability to work without supervision
3. Ability to follow written procedures
4. Good verbal communication skills
5. Police Clearance dated within the last six months (If the candidate does not possess one, it can be applied for by EverAbility Group during the volunteer application process)
6. Full COVID-19 Vaccination history (if volunteering on EverAbility Group premises)

**Desired experience**

1. Audio editing and manipulation (optional)
2. Library sourcing and cataloguing (optional)

# Time and Availability Requirements

Volunteers are required to commit to a minimum of one day a week, between Monday and Friday, on a regular and ongoing basis.

# Contact Person

Name: Vithya Vijayakumare

Title: Digital Production Coordinator, Accessible Information Services

Email: [library@visability.com.au](mailto:library@visability.com.au)

# Role Health, Safety & Risk Assessment

| **Assessed area** | **Yes/No** | **Mitigation** |
| --- | --- | --- |
| More than incidental contact with NDIS client | N | n/a |
| Involved in volunteer programs in direct contact with clients | N | n/a |
| Involved in programs in contact with children | N | n/a |
| Will be volunteering on EverAbility premises | Y | COVID-19 fully vax  Building induction  Fire, first aid & emergency procedures  Reporting a Hazard  Training: infection control  Training: Correct use & disposal of PPE |
| Will be driving own or EverAbility vehicles in role | N | n/a |
| Will be heavy lifting/bending (eg Mini Dog collection; Guide Dog volunteers) | N | n/a |
| Will be handling money (eg Mini Dog, Community fundraisers) | N | n/a |
| Will be volunteering from home | Optional | Training – setting up a workspace from home |