



# Volunteer Role Description – Library Helper

## Key skills

- Love of reading.

## Main duties

- Help the librarian and library SSOs.
- Book covering.
- Re-shelving books.
- Organising, sorting and distributing book club catalogues.
- Organising, sorting and distributing book club orders.
- Following up on missing book club order items.

## Aims of the role

To make sure:

- books are available for students to borrow from the library
- students are able to order books from the book club
- the library staff feel supported.

## Supervision and safety

You need to:

- always have a staff person present
- make sure everyone is safe.

## What we expect from you

- Uphold our school values of Respect, Kindness and Honesty & Integrity at all times
- Treat everyone fairly and with respect.
- Be reliable.
- Ask the library staff if you're not sure about anything.

## Reporting and contact details

Volunteer reports to: Library Staff

Volunteer Coordinator: Emily Roberts, [Emily.roberts772@schools.sa.edu.au](mailto:Emily.roberts772@schools.sa.edu.au)