



MOUNT ISA CITY COUNCIL VOLUNTEER POSITION OUTLINE

ENGAGEMENT:	'Isa in Images' Volunteer
DEPARTMENT:	Corporate and Community Services
SECTION:	Library

POSITION OUTLINE

Volunteers of the 'Isa in Images' Program may assist with a variety of tasks to showcase the best of Mount Isa's historical documents including, but not limited to, the following:

- Assist with the identification of mystery photos for the 'Isa in Images' Program;
- Assist with the transcription of oral histories;
- Scanning of historical photographs and documents;
- Reading old-fashioned handwriting;
- Some activities may need the volunteer to use a computer.

Qualifications

- Current Working with Children Blue Card (mandatory)

Physical Requirements

- It is an inherent requirement of the position to be able to occasionally lift weights up to 2-5 kg;
- Sit or stand continuously for extended periods of time;

ORGANISATIONAL RELATIONSHIPS

Reports to: Library Coordinator

ORGANISATIONAL COMMITMENTS

To comply with the requirements of all Mount Isa City Council policies and procedures as amended from time to time, including but not limited to:

- Comply with customer service standards;
- Comply with Council's Code of Conduct;
- Comply with and actively promote and ensure compliance with Council's EEO Policy;
- Comply with Human Resources policies and procedures;
- Comply with Work Health & Safety legislation, policies and procedures;
- Comply with Records Management policies and procedures.

WORK HEALTH AND SAFETY

All employees of Council have a legal obligation to comply with Work Health and Safety legislation including Council's Work Health and Safety Management System; Safeplan and Council policies, procedures and work instructions. This framework is established to ensure the health and safety of employees, contractors, visitors, volunteers and the public.

Employees are required to perform all work and associated functions in a safe manner and to identify and report any concerns, near misses and incidents/accidents to Council's WH&S Officer and Supervisor.

MOUNT ISA CITY COUNCIL
Position Outline – Library Volunteer

GENERAL

Volunteers must comply with all reasonable and lawful directives given in the workplace and must undertake tasks, as reasonably directed and within the scope of the requirements.

Council encourages volunteers to communicate any special skills that may be useful for the library e.g. crafting, computer ability.

AUTHORISATION

Supervisor: Library Coordinator

Name: _____

Signature: _____

Date: ____ / ____ / ____

VOLUNTEER DECLARATION

I, the undersigned, acknowledge, understand, and will abide by the position outline:

Name: _____

Signature: _____

Date: ____ / ____ / ____