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| **Geelong Regional Library Corporation (‘GRLC’) Volunteer Role Description Geelong Heritage Centre** | |
| **Volunteer Role:** | Heritage Services Volunteer |
| **Department:** | Geelong Heritage Centre, Geelong Library & Heritage Centre |
| **Location:** | Staff & Volunteer Workroom, Level 3, 51 Little Malop St, Geelong, 3220 |
| **Reports to:** | Mark Beasley, Manager, Geelong Heritage Centre Collection & Heritage Centre Services |
| **Volunteer Hours:** | Variable. May be 3 hours per week, up to 15 hours per month. |
| **Role Duration:** | This is a project based volunteer role. Duration of the project may vary. |
| **Training Provided:** | Induction into the workplace, including OHS induction and IT Security briefing.  Introduction to the project and training in necessary project skills. |
| **Responsibility to:** | Work within the GRLC Volunteer Handbook policies and guidelines.  Whilst it is important that GRLC provides a safe work environment, it is also important that Volunteers consider their own safety and the safety of those around them while at work.  Act courteously and respectfully to all staff, patrons and volunteers.  Promote a positive image of the corporation to patrons through conduct, speech and personal presentation.  Act in the interest of the corporation. |
| **Essential Skills:** | 1. Confidence with using a keyboard and mouse 2. Patience and accuracy in data entry required 3. Knowledge of proper handling of archival documents an advantage. |

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| **Key Tasks:** | 1. Reading of handwritten or scanned documents and/or images from a screen 2. Data entry into a spreadsheet 3. Some decision making required, i.e. making reasonable assumptions about the information read, prior to entering into spreadsheet. |
| **Requirements** | Police Check  Working with Children check |