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**BECOMING A HERITAGE CENTRE VOLUNTEER**

**FREQUENTLY ASKED QUESTIONS**

**How do I become a Heritage Centre volunteer?**

Please fill in the Volunteer Application form (located on the Geelong Regional Libraries [website](https://www.grlc.vic.gov.au/about-us/become-volunteer)) then send the completed form to the Heritage Centre via the email listed on the website. Alternatively you can hand in to any [Geelong Regional Library branch](https://www.grlc.vic.gov.au/locate), addressed to the Geelong Heritage Centre.
The next stage of the process involves staff from the Heritage Centre contacting successful applicants to attend a volunteer information session. At the information session, the role of the Heritage Centre volunteer is further explained and information about the likely project(s) a volunteer will be involved in will be provided.

**As a Heritage Centre volunteer, what am I required to do?**

Volunteers are requested to attend the Heritage Centre for a shift of 3 hours (including a break), preferably once a week, or once a fortnight. The Heritage Centre has a volunteer roster and day/time is allocated around current volunteer commitments.

You are required to involved in the particular volunteer project as directed by Heritage Centre staff.

**As a volunteer, am I required to undertake a Police check and/or a Working with Children Check?**

Yes, if you are offered a volunteer placement all GRLC volunteers are requested to supply a current Working with Children Check and complete a satisfactory Police Check.

**Where will I be volunteering?**

The role is based in the Heritage Staff & Volunteer workroom, Level 3, Geelong Library & Heritage Centre, 51 Little Malop St, Geelong.

**Are there any physical requirements of the role?**

Heritage volunteering does involve keyboard and screen viewing with a degree of sitting.

You are asked if you have any physical restrictions that would prevent you from lifting and carrying light loads or carrying out the requirements of this volunteer position, like sitting for periods of time looking at a screen.

**Will I be reimbursed for expenses incurred in the course of my volunteer duties with the Heritage Centre?**

There will be no reimbursement for costs incurred in the course of volunteer work with the Heritage Centre or the Geelong Regional Library Corporation.

**What if I have an accident or incur an injury in the course of my volunteer duties?**

If you have an accident or incur an injury you must report to your allocated workplace supervisor who will complete an Incident Report.

**If I decide that I no longer wish to be a volunteer with this program, what action do I need to take?**

It is preferred that any volunteer makes a commitment of at least 12 months to ensure continuity of volunteering. A three month trial applies when a volunteer commences, to enable review of progress by both the Heritage Centre and volunteer. The requirement for the volunteer role will be reviewed by the Heritage Centre on an annual basis.

A volunteer can cease their role by giving one week’s notice. The Heritage Centre can also cease the volunteer role by giving one week’s notice.