

GLENELG PRIMARY SCHOOL

Diagonal Road Glenelg East SA 5045

T: 8295 3943 F: 8295 2390

E: dl.1017.info@schools.sa.edu.au

W: www.glenelgps.sa.edu.au



Volunteer role description

Your role

Library Support

Location

Working in the Library to support the school Library staff

Start date (and end date if known)

May 2019

Key skills

- The ability to relate well with families and communicate in a positive and encouraging manner
- Enjoy helping and assisting others.

Main duties

- To follow the lead of the library and assist as directed by them.
- Help students with tasks if requested by staff.
- Tidy the Library.
- Reshelve books, cover books or other activities as requested by the Library staff

Aim of the role

- To support the Library to be an active and participative learning environment
- To make sure:
 - The Library resources are ready for use
 - The staff feel supported

What you need before you start

The usual minimum requirements in the Department for Education volunteer policy and procedure, you must have:

- Volunteer RAN-EC
- DCSI clearance
- Inductions – school, DfE

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Supervision and safety

You need to:

- sign in and receive your badge from the front office
- always check in with a staff person
- make sure everyone is safe.

What we expect from you

- Treat everyone fairly and with respect.
- Be a good role model for the families.
- Show enthusiasm and enjoyment – make it fun.
- Be reliable.
- Ask the Library staff if you're not sure about anything.

Reporting and contact details

Volunteer reports to: Library staff member

Contact person: Trea

Role review date: 12/ 4 /2020