

Mawson Lakes School

Volunteer Role Description – Library Helper



Key skills

- Love of reading and an appreciation for a range of literature.

Main duties

- help the librarian and library SSOs.
- book covering.
- re-shelving books.
- labelling and barcoding new items.
- maintaining reader boxes.

Aims of the role

To make sure:

- books are available for students to borrow from the library.
- the library is kept tidy and organised.
- the library staff feel supported.
- the library is a welcoming place for students and staff.

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 Cooperation, Pride, Quality & Respect 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: Viki Taylor (Library Manager): Viki.Taylor54@schools.sa.edu.au

Volunteer Coordinator: Hamish Fletcher, email: hamish.fletcher891@schools.sa.edu.au