



Mawson Lakes School

Volunteer Role Description – Library Helper

Key skills

- Love of reading.

Main duties

- help the librarian and library SSOs.
- book covering.
- re-shelving books.
- organising, sorting and distributing book club catalogues.
- organising, sorting and distributing book club orders.
- following up on missing book club order items.

Aims of the role

To make sure:

- books are available for students to borrow from the library
- students are able to order books from the book club
- the library staff feel supported.

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 Care, Cooperation & Commitment 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: Relevant Classroom Teacher

Volunteer Coordinator: Reannon McGiffert

Email: dl.0987.admin@schools.sa.edu.au

Attn: Reannon McGiffert