Volunteer Job Description

**Position:** Production/Library Assistant (Volunteer)

**Department:** Accessible Information Services (Library)

**Responsible to:** Digital Production Coordinator

We are on the lookout for people who are interested in volunteering at our specialised Library. This is a great opportunity for tech-minded people and also library backgrounds.

Volunteers will be exposed to areas related to the digital library concept. We are one of the largest digital libraries in the world which caters solely for people with print disabilities. We are located in Victoria Park, opposite the Victoria Park train station.

**VisAbility will provide:**

1. Training
2. Ongoing Support
3. Insurance cover by VisAbility’s Volunteer Insurance policy

# Our vision for independence

**Belonging**

We welcome everyone. We believe in a world where everybody is equal, everybody is included, everyone has something to offer.

**Visible**

Everything we do is transparent. We have integrity. We can be trusted. We want to be seen.

**Empathy**

We are with you, and will lift you. We understand you, we are curious and compassionate. We have the vulnerability we need to stand alongside you.

**Greatness**

We are giants in our domain, the best at what we do. We lead, we achieve, and we break new ground. We have a depth of knowledge that is unparalleled.

**Opportunity**

We believe in abundance, diversity, a world where people can participate to their fullest abilities. A world that keeps creating, forever realising new avenues for people of differing abilities to flourish

## We Aspire To

* Create a positive environment through our interactions with others
* Promote honesty by having moral and ethical principles
* Practice decision making with confidence
* Build trust through personal leadership
* Embrace change and be solution focused

## We Strive To

* Continually pursue excellence and use best practice procedures
* Always act with respect and dignity toward others
* Engage in honourable conduct
* Be accountable for our actions
* Act professionally in all situations, especially when publicly representing our organization
* Achieve our personal and work goals
* Take a proactive approach to coaching, learning and sharing knowledge

**As a volunteer you will:**

Play a significant role in helping us successfully provide our services to clients. Our Accessible Information Services support people with disability to access print materials for learning, work or leisure.

**Key Responsibilities**

1. Audio editing
2. Audio restoration
3. Assisting with accessible format conversions
4. Producing accessible audio books
5. Distribution of our digital talking books
6. Other administrative tasks

**What we look for in our volunteers**

1. Genuine interest and a passion for volunteering
2. Commitment to our cause
3. Enthusiasm and positivity
4. Integrity
5. Good Judgement – knowing the difference between right and wrong, good and bad
6. Reliability – willing to devote a set amount of time regularly and be punctual
7. Empathy – ability to understand the plight of a particular person or situation without being judgemental
8. Good communication and interpersonal skills– positive and respectful interaction with everyone
9. Self-assurance – able to take constructive criticism on board to improve skills and ability to help others
10. Adaptability to cope with change and a busy workplace
11. Ability to convey the organisation’s message to groups and individuals

**Job specific requirements**

1. Police Clearance dated within the last six months (If the candidate does not possess one, it can be applied for by VisAbility during the volunteer application process)
2. Ability to use a computer
3. Ability to work without supervision
4. Ability to follow written procedures
5. Good communication skills (verbal)

**Desired experience**

1. Library sourcing and cataloguing.
2. Audio editing and manipulation

**Time and Availability Requirements**

Volunteers are required to commit to a minimum of one day a week, between Monday and Friday, on a regular and ongoing basis.

**Contact Person**

Name: Vithya Vijayakumare

Title: Digital Production Coordinator, Accessible Information Services

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