Volunteer Position Description

**Position: Production/Library Assistant**

**Department: Accessible Information Services**

**Reports To: Senior Digital Production Coordinator**

The VisAbility Library provides talking books for people living with blindness, low vision or a print disability. 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 those with library backgrounds to learn about cassette audio restoration, editing, and producing talking books for people with print disabilities.

Volunteers will be exposed to areas related to the digital library concept. We are located in Victoria Park, opposite the Victoria Park train station.

**VisAbility will provide**

1. Training
2. Ongoing Support
3. Insurance cover while volunteering under EverAbility Group’s Volunteer Insurance Policy.

# Our Vision

**The future we’re creating**

Achieving maximum ability for our clients through exceptional services.

# Our Values

## Collaboration:

We achieve more when we work together and value other’s differences.

## Excellence:

We continually grow and develop through expanding our capabilities whilst striving to be our best.

## Respect:

We respect our stakeholders, who are at the centre of everything we do.

# Our Promise

Our commitment, across all our brands, is to provide a professional, person-centred service and offer quality of life outcomes that help people to live the life they choose.

# 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. Digitising cassettes
5. Producing accessible audio books
6. Distribution of our digital talking books
7. 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

# Skills and attributes required

## Essential:

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

## Desired:

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

## 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:** Senior Digital Production Coordinator, Accessible Information Services

**Email:** library@visability.com.au

# Required Compliance Documentation

* **National Police Clearance – required**
* NDIS Worker Screening Check – not required
* Working with Children Check – not required
* Valid Driver’s Licence – not required
* COVID-19 Vaccination Evidence (including booster) – recommended, not required
* Annual Influenza Vaccination – recommended, not required

I am aware and agree to the key responsibilities and requirements as a Volunteer Production Library Assistant.

**Name:**

**Date:**