



## CONFIDENTIAL VOLUNTEER REGISTRATION FORM Home Reader Service

<b>PERSONAL DETAILS</b>			
Title	Mr	Mrs	Miss Ms
First Name		Middle Name	
Surname		Date of Birth	
Address			
Suburb		Postcode	
Telephone		Mobile	
Email			
Language/s			

<b>EMERGENCY CONTACT</b>			
Name		Relationship	
Telephone		Mobile	

<b>IMPORTANT INFORMATION</b>					
Do you hold a valid driver's licence?			YES / NO		
Are you able to drive & use your vehicle for the Home Reader Service deliveries?			YES / NO		
Licence No		Class		Expiry	
Do you have a Working With Children clearance (WWC)?			<del>YES</del> / <del>NO</del> / Not Required		
Do you have a Police Clearance?			YES / NO		
Notice No		Expiry Date			
Special skills, talents, hobbies you would like to offer as a Volunteer:					
Do you wear a medical alert bracelet?			YES / NO		If yes to either of these questions, please complete the 'Management Plan for Pre-existing Health Issue or Medical Condition' form
Do you have a disability, health issue or medical condition which may affect the type of work you do as a volunteer?			YES / NO		

**Please specify what day you would be able to assist with delivery: Wednesday / Thursday / Friday / any day. Please note sometimes you may be asked at short notice.**



## VOLUNTEER SCOPE OF DUTIES Activity Description

1. **TITLE:** Home Library Service Volunteer
2. **DEPARTMENT:** Library Services
3. **KEY OBJECTIVE OF POSITION**
  - To assist the City of South Perth Libraries in providing a home delivery service to clients unable to visit their local library on their own due to health conditions.
4. **OUTCOMES FOR THE POSITION**
  - To meet the library needs of Home Reader Service clients.
  - To participate in your community by being part of a library volunteer team providing a home delivery service to housebound clients.
5. **VOLUNTEER RESPONSIBILITIES**
  - Two volunteers or a volunteer and a member of the library staff must always visit private homes and aged care facilities together, never on your own for personal safety and insurance purposes.
  - Conform to the Duty of Care requirements ensuring their own safety and that of others through the prevention of any adverse acts or omissions.
  - Must comply with the safety procedures and directions agreed between management, employees and volunteers or elected safety and health representatives.
  - Must not wilfully interfere with or misuse items or facilities provided in the interests of safety and health of City employees, the public and other volunteers.
  - Must report all, including potential hazards and accidents/incidents, to the Home Reader Service Coordinator, library staff member or safety and health representative.
  - Must not act outside the scope of their duties when volunteering on behalf of the City of South Perth.
6. **KEY DUTIES/RESPONSIBILITIES**
  - Collection of items for delivery from the nominated library.
  - Able to carry and deliver items to housebound library patrons.
  - Record any reader requests using the Home Reader Service Request Forms.
  - To record who drove and the mileage on the Home Reader Service delivery sheets.
  - To contact the Home Reader Service Coordinator as soon as possible when you are unable to comply with your scheduled delivery date, allowing plenty of time (at least 5 working days) to fill your position.
7. **RESPONSIBLE TO:**  
Home Reader Service Coordinator, Branch Librarian, Manager of Library Services.
8. **SELECTION CRITERIA**
  - Well-developed verbal interpersonal and communication skills.
  - A current West Australian Police Clearance and Driver's License and own vehicle.
  - A commitment to voluntary work.
  - Able to carry bags containing various library items.
  - Punctual and reliable, with the ability to be contacted for scheduling changes.

Signed Department Manager: \_\_\_\_\_ Date: \_\_\_\_\_



## CITY OF SOUTH PERTH & VOLUNTEER AGREEMENT

### **City of South Perth agrees to the following:**

1. To provide information, training and support appropriate to each volunteer position.
2. To provide feedback on the work performance of volunteers.
3. To respect the skills, dignity and individual needs of volunteers and make every effort to ensure satisfaction and mutual respect as an equal partner.
4. To accept constructive feedback and suggestions from volunteers, that may benefit the volunteer programme and support the community.
5. To keep personal records pertaining to volunteers confidential in a secure area and only forward information to relevant City supervisors and staff.
6. To provide appropriate public liability and personal accident insurance for City volunteers.

**Signature of Volunteer Supervisor** \_\_\_\_\_ **Date** \_\_\_\_\_

**Name:** Audrey Santa Maria **Title:** Home Reader Coordinator **Department:** Library Services

### **As a Volunteer, I agree to the following:**

1. To carry out the tasks assigned to me by my volunteer supervisor to the best of my ability and to only perform tasks within the scope of my duties as authorised by my volunteer supervisor and not to be impaired by alcohol or drugs.
2. To carry out my duties with a non-judgemental attitude towards others of different age, gender and cultural origin.
3. To offer my services on the understanding that no remuneration outside of authorised expenses will be received in return for them.
4. To provide a copy of my Driver's licence, a Working With Children (as appropriate) and a total of 3 forms of identification.
5. To allow my volunteer supervisor to conduct a Police Clearance check on me.
6. I authorise the City of South Perth to use my photograph for displays and promotional material. I am aware due to bulk printing it may be used for several years.

**Signature of volunteer:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name of volunteer:** \_\_\_\_\_