

# Volunteer Position Statement

<b>POSITION TITLE</b>	<b>Arts, Culture and Tourism Volunteer (SEEN@Swansea)</b>
<b>REPORTS TO</b>	Community Museum Officer
<b>CLUSTER</b>	Service Delivery
<b>DEPARTMENT</b>	Arts, Culture and Tourism (ACT)
<b>TEAM</b>	Lifelong Learning and Audience Engagement
<b>EFFECTIVE DATE</b>	June – August 2022

## ROLE PURPOSE

Support the [Byte Wise by Questacon](#) exhibition and programs across Lake Mac Libraries

## CORE TASKS

In June 2022 [Questacon arrives](#) in Lake Mac with hands on technology and mathematics exhibits at four locations.

We are seeking volunteers to help support this program through welcoming visitors to the exhibits, assisting with arts and craft activities at each location, supporting children and families to complete activities and provide basic care for the exhibits.

No prior knowledge is needed and all training will be provided.

## THIS POSITION

- shifts are scheduled on a weekly or fortnightly basis and are between 2 and 4 hours in duration, depending on the availability of the volunteer.
- located at one of the following venues: Swansea Centre, Swansea, Belmont Library, Toronto Library, Charlestown Library.
- will require a basic level of fitness

## CRITERIA

- Willingness to learn, take direction and work as a part of a team
- Good communication skills
- Able to work unsupervised
- Working with Children Check, can be obtained for free from service NSW, for those working in a volunteer capacity.

## REQUIRED TRAINING

- Council Induction and on-site training in use of exhibition multimedia equipment

## CONDITIONS OF SERVICE

The incumbent is required to comply with Council's Code of Conduct, policies and procedures, and other conditions of service outlined during training and induction.

<b>VOLUNTEER NAME</b>	
<b>SIGNATURE</b>	
<b>DATE</b>	