



Library Adult Volunteer APPLICATION

Thank you for expressing your interest in volunteering at your library.

We seek enthusiastic volunteers for the following roles:

- Children's Activity Assistants
- Justices of the Peace on a permanent or casual relief basis

Please note that vacancies for Children's Activity Assistants only become available occasionally.

How it works

1. Complete this form by selecting your areas of interest
2. Hand to library staff or email to rydelibrary@ryde.nsw.gov.au
Please call 9952 8352 if you have any questions or ask library staff
3. Library staff will contact you regarding your application

CONTACT DETAILS

Name	
Address	
Phone Number	
Email	

We will make every attempt to match volunteers with their area of interest and availability; however, we are not able to offer all applicants a volunteer role. Therefore, all applications are only held for six months from their date of lodgment.



Volunteer Roles

1. Children's Activity Assistants

These roles involve helping to set up and pack up activities including moving furniture with other volunteers and/or staff. Other tasks include handing out craft at storytimes, helping children and their carers with craft, joining in with singing at rhymetimes, answering basic questions, and ensuring prams are clear of exits. Skills in languages other than English are desirable but are not essential.

As your full attention will be required, volunteers are unable to supervise children in their care while volunteering. Please note that while enthusiastic singing is helpful, tunefulness is strictly optional! All volunteers for these roles must have a clear Working with Children Check prior to commencement.

PLEASE TICK TIMES OF AVAILABILITY

Rhymetimes: Ages 0-2 yr olds – School term only – Times vary depending on library branch.

☐ Ryde Library

☐ 9:45 – 11:15 am

☐ Eastwood Library

☐ 9:45 – 11:15 am ☐ 1:45 -2:45 pm

☐ West Ryde Library

☐ 9:45 – 11:15 am ☐ 1:45 -2:45 pm

☐ North Ryde Library

☐ 9:45 – 11:15 am ☐ 1:45 -2:45 pm

☐ Gladesville Library

☐ 9:45 – 11:15 am



Storytimes: Ages 2-5yrs old – School term only – Times vary depending on library branch.

Ryde Library

☐ 9:45 am – 12 noon

Eastwood Library

☐ 10:45 -12:15 pm

Gladesville Library

☐ 10:45 -12:15 pm

West Ryde Library

☐ 10:45 -12:15 pm

North Ryde Library

☐ 10:45 -12:15 pm

Saturday Stories and Play
Ages 2-5yrs old – School term only

Ryde Library Saturdays

☐ 10:45 – 12:15 pm

North Ryde Library

☐ 10:30 – 11:45 am

Kids Club: Ages 5yrs + - School Term only

☐ West Ryde Library – Tuesdays – 3.30 – 5pm

Children's Activity Assistants are Child Related positions and applicants must register for and obtain a free Working with Children Check (volunteers). Engagement as a volunteer is subject to verification of Working with Children Check status. For more information go to the [Office of the Children's Guardian website](#) and see the fact sheet attached to this application pack.



2. Justice of the Peace Service

The library offers a Justice of the Peace service to the local community. If you are a Justice of the Peace and have time to volunteer, we would love to hear from you.

NSW JP Registration Number _____ (please provide)

PLEASE TICK PREFERRED LOCATION/S AND DAYS

☐ Ryde Library Justice of the Peace – during opening hours

☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Saturday

Please specify suitable times _____

☐ Gladesville Library Justice of the Peace – during opening hours

☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday

Please specify suitable times _____

☐ Eastwood Library Justice of the Peace – during opening hours

☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday

Please specify suitable times _____

Volunteer JPs usually operate in two hour time slots

Please indicate languages in which you can communicate with reasonable fluency.

☐ English (required)

☐ Italian

☐ Mandarin

☐ Farsi

☐ Cantonese

☐ Other –

☐ Korean

Please specify.....



3. Why do you want to volunteer at City of Ryde libraries?

4. What skills and experience do you have which would help you as a library volunteer?

Referee: eg Family doctor, solicitor, colleague or friend (who is not related to you)

Name: _____ **Ph:** _____

Mobile: _____



What's Next

We will let you know whether there are enough places for you to volunteer with us. Potential volunteers will then be asked to come and talk with us about their interest so we can make sure we match you with work you will love to do. We would like to thank you for your application; we do appreciate the interest you have shown in your library and community.

Privacy and Personal Information Protection Act, 1998

Personal information collected from you is held and used by Council under the provisions of the Privacy and Personal Information Protection Act 1998. The supply of information is voluntary, however if you cannot provide, or do not wish to provide the information sought, Council may be unable to process your application or request, or consider your submission. Please note that the exchange of information between the public and Council, may be accessed by others and could be made publicly available under the Government Information Public Access Act 2009 (GIPA Act). If you require further information please contact Council's Customer Service Centre on 9952 8222.

Fact sheet 22

Volunteers

October 2014



The Working With Children Check applies to volunteers as well as paid workers. If you are over 18 and you volunteer in child-related work, you need a Working With Children Check (unless you qualify for an exemption – see information below).

For the purposes of a Working With Children Check, a volunteer is someone who does not receive payment for their work. If you receive any payment for your work (e.g. a stipend or per diem payment), you must apply for a Working With Children Check for paid workers. Reimbursement for out of pocket expenses does not constitute payment.

What is child-related work?

Only child-related workers are required to have a Working With Children Check. If you are not sure whether your work is child-related, refer to the FACT SHEET: What is child-related work? available on the Working With Children Check [fact sheets and resources web page](#). Alternatively take our short, online quiz, [Do you need a Check?](#)



Scan to view our
[Online tutorials](#)

Non child-related work

Part 2 of the *Child Protection (Working with Children) Regulation 2013* sets out specific examples of work that is NOT child-related:

- work as a student in the course of a student clinical placement in a hospital or other health service is not child-related work
- work as a referee, umpire, linesperson or otherwise as a sporting official or a groundsperson is not child-related work, if the work does not ordinarily involve contact with children for extended periods without other adults being present
- providing food or equipment at or for a sporting, cultural or other entertainment venue or providing a venue is not child-related work
- work in providing respite care or other support services primarily for children with a disability is child-related work; however, the work is not child-related work if the work does not ordinarily involve contact with children for extended periods without other adults being present.

Exemptions

Parents or close relatives of a child who volunteer:

- in activities for the child's school, early education service or other educational institution OR
- with a team, program or other activity in which their child usually participates or is a team member

- are exempt, provided the work is not part of a formal mentoring program and does not involve intimate personal care of children with a disability).

For a list of all exemptions, see the [FACT SHEET: Exemptions](#).

When to apply

All volunteers (including new volunteers) will be phased in to the new Check over the next five years, according to their industry sector. To find out when you will need to apply for the new Check, find your industry sector on the [FACT SHEET: Phase in schedule](#).

How to apply

To apply for a Working With Children Check, you must first fill in an [online application form](#), and then [present proof of your identity](#) at a NSW Motor Registry, RMS agency, or Service NSW office (not your local Council). Find a location at www.service.nsw.gov.au/service-centre. The application process is explained in detail in the [FACT SHEET: How to apply](#). Please allow up to four weeks for your results. See [FACT SHEET: When will I receive my results?](#)

What type work will the volunteer Check cover?

A volunteer Working With Children Check is free but it only covers **unpaid work**. Other child-related workers who are not required to pay a fee for a Working With Children Check include:

- students over 18 on a professional placement
- potential adoptive parents
- authorised carers
- adults who reside in the home of an authorised carer
- a home-based education and care service provider.
- a family day care service provider

If you perform any paid child-related work, you **MUST** apply for a Check for paid workers – even if the paid work is only for a few days. From your first day of paid, child-related work, you will have 30 days to upgrade your volunteer Check to a Check for paid workers.

How to upgrade your volunteer Check to a paid worker Check

You only need **ONE** Working With Children Check. If you volunteer and have a paid role working with children, the Check for paid workers will cover you for both. A Working With Children Check for paid workers costs \$80 for a five year clearance. The upgrade process is explained in detail in the [FACT SHEET: Changing from a volunteer to a paid worker](#).

Disclaimer: The material provided in this Fact Sheet is for guidance only. Every effort has been made to ensure that the information is accurate, current and not misleading. However, this cannot always be guaranteed and no warranty is given that the information is free from error or omission. Users should exercise their own skill and care with respect to the use of the material. The information is also not a substitute for independent legal or other professional advice and users should obtain appropriate professional advice relevant to their particular circumstances.

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