

VOLUNTEER ROLE DESCRIPTION

VOLUNTEER ROLE TITLE	Rowden White Library Volunteer
SUPERVISION /SUPPORT	RWL Coordinator or Senior Library Archive and Events Officer

ROLE PURPOSE

Volunteers play an important role in helping UMSU to achieve its purpose and provide valuable support across many areas of the organisation.

The Rowden White Library, aka The Rowdy is a recreation library for **all** students with a diverse collection of books (including non-fiction, fiction, SF/fantasy, romance, and crime), comics & manga, eBooks/eAudiobooks/eMagazines, computers (gaming and regular), VR headsets, Playstation 5, three Nintendo Switches, magazines, puzzles, board games, bean bags, and two big TV screens! The Rowdy offers opportunities to make friends at one of our many and varied events and workshops throughout the year.

The Rowdy offers tons of ways to help you switch off and take time out.

We've got everything! (Except stuff for studying. **Please do not study.**)

Rowden White Library Volunteers contribute to the success of this community by:

- presenting as a friendly face when patrons enter the Library;
- providing general directional information;
- support for events and workshops run in the Library;
- helping with marketing and promotional activations for the Library.

Want to learn more about the Rowden White Library? Click [here](#).

UMSU's Arts and Culture Aspirations

To encourage every student to explore Uni life through unforgettable arts and cultural experiences

Connect – Create – Community

ROLE OVERVIEW	
Commitment	Volunteer shifts generally run between 1-3 hours . Shift attendance is highly flexible based on your availability, and opportunities will depend on the planned schedule of library events.
Team	Rowden White Library
Division	UMSU Arts and Culture
Location	Student Pavilion, Level 2 and 3, BN.162 University of Melbourne
Key responsibilities	<p>Operational Support</p> <ul style="list-style-type: none"> • Ensure visitors to the library receive a warm and friendly welcome on arrival • Provide general directional information • General tidying of library spaces • Answer queries about library membership eg. loan limits and borrowing periods • Low level tech support eg. helping students with PS5, Switch, gaming machine bookings • Contribute towards ensuring the Rowdy remains a safe space by monitoring spaces and reporting back any OHS/Welfare concerns <p>Program and Event Support</p> <ul style="list-style-type: none"> • Distribute flyers/brochures/posters and talk to students about upcoming workshops/events • Promote the library through contributing towards social media content eg.fun Instagram posts promoting new books <p>General</p> <ul style="list-style-type: none"> • Attend safety inductions where required • Notify relevant RWL staff of any changes to availability to attend rostered shifts • Notify the relevant RWL staff of any changes to personal circumstances which may impact the ability to perform the role
Skills and attributes	<p>Essential</p> <ul style="list-style-type: none"> • Highly developed organisational and problem-solving skills • Excellent communication, active listening, and interpersonal skills • Demonstrates initiative and motivation • Excellent attention to detail • Maintains an open approachable manner and treats others with respect and compassion • Ability and willingness to learn and accurately follow all relevant processes and procedures • Committed, reliable and punctual

ROLE OVERVIEW	
Application process and requirements	<ul style="list-style-type: none"> • Complete a volunteer application form • Sign UMSU Volunteer Agreement • Sign UMSU Child Safe Code of Conduct • Complete DoFoodSafely course • Hold a current and valid Working with Children Check • Attend training and induction • Manual handling training
Benefits	<ul style="list-style-type: none"> • Gain valuable skills and experience in customer service • Meet and get to know other volunteers and staff • Access training and development opportunities • Knowledge that you are part of a community at Uni and contributing to culture and student creativity • Obtain Melbourne Plus certification

VOLUNTEER AGREEMENT

I agree that I have read, understood, and accept the duties, responsibilities and required attributes of this volunteer position.

SIGNED BY VOLUNTEER

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Volunteer

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Date:

SIGNED BY SUPERVISOR

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Supervisor

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Date:

Role Description last reviewed: May 2025