

VACANCY

Librarian

Position Description

This is a volunteer position.

Your role: To manage the resource library effectively so as to maintain a unique information source on environmental issues, for both Gecko members and the general public to utilise.

Your reward!

- Helping to inform members and the public of environmental issues
- Learn new skills and meet new people
- Enhance your knowledge of local environmental issues
- Warm fuzzies!

Hours: One to two days per week, as required

Supervision: You will liaise with the Administrative Officer, and other library volunteers

The job:

- Assist members and interested parties in finding items in the library
- Ensure that the library catalogue and all items in the library are filed and up to date
- Maintain the catalogue database and shelving order
- Source and add new material to the library as appropriate

Ideal skills and qualities required:

- Some librarian training or past experience preferred
- Pleasant manner when dealing with enquiries
- Ability to work autonomously and as part of a small team
- A personal commitment to the environment
- Computer literacy