

Volunteer Position Description

Program	Library Justice of the Peace Service
Volunteer Title	Volunteer Justice of the Peace
Reporting to	Team Leader Library Experience

Purpose:

To provide a free Justice of the Peace Service to Library Visitors. The primary role is to witness statutory declarations or affidavits and to certify copies of original documents.

Role Responsibilities	Witness statutory declarations or affidavits and to certify copies of original documents.
Qualifications	Appointed as NSW Justice of the Peace by Governor of NSW – Certification must be current.
Benefits	<ul style="list-style-type: none"> • Meeting the demand of members of the community for a JP in an accessible and comfortable location for all • Satisfaction in providing a much-appreciated service
Background Checks	National Police check/ NSW Justice of the Peace (JP) Register Check
Commitment	Minimum 6 months
	Comply with Mosman Council WHS Corporate Practice and report any near misses
	Comply with risk management approach and hazard reporting procedure
Scheduling	As rostered for weekly or fortnightly Hours: 12 to 2pm shifts on Wednesdays
Volunteer Role Location	Library at Mosman Council

Work Health and Safety Responsibilities: (as per Volunteer Manual pages 10 & 11)

As a Volunteer of Mosman Council, you have to:

- Take reasonable care for your own health and safety.
- Take reasonable care that your acts or omissions do not adversely affect the health and safety of other persons.
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- Comply, so far as you are reasonably able, with any reasonable instruction that is given by Mosman Council (to comply with its responsibilities under the WHS Act).
- Co-operate with any reasonable policy or procedure relating to health or safety at the workplace that has been notified to volunteers.
- Participate in training.
- Keep the workplace safe, clean and tidy.
- Cooperate with Site Safety Rules.
- Cooperate with safe work method statements, standard operating procedures and controls.
- Report all incidents, hazards, near misses and injuries to your program coordinator with 24 hours and assist in completing an incident report form.
- Participate in emergency response rehearsals and reviews.
- Wear and maintain provided Personal Protective Equipment (PPE).
- Manual handling.

Medical conditions:

- It is the responsibility of the Volunteer to inform Council staff, if at any time you are prescribed medication and/or acquire a medical condition, injury or illness that may affect your ability to perform your volunteering role.
- A medical certificate may be requested before you can begin or resume the volunteer role, which should state any limitations to your capability. The Volunteer Coordinator/Program Coordinator may attempt to adjust the role accordingly, however this may not be possible and you may be referred to a different volunteer position or requested to take time to recover.

Acknowledgement:

I have read and understand the contents of this position description and undertake to meet the responsibilities in an appropriate manner.

Volunteer's Name (printed):.....

Volunteer's Signature:..... Date:.....

Volunteers Office/
Program Coordinator:..... Date:.....