


QUEENSLAND MURRAY-DARLING COMMITTEE INC.
POSITION DESCRIPTION

POSITION TITLE:	Landcare Discovery Centre and Library volunteer
STATUS:	as many hours as you wish to volunteer, between 9am and 4pm, Monday – Friday.
SALARY RANGE:	Not applicable, volunteer position
LOCATION:	Landcare Discovery Centre – 127b Campbell St, Toowoomba
REPORTS TO:	Roxane Blackley

PURPOSE OF POSITION:

Put your education/library skills to good use and help support environmental education in our local area.

Do you have a few hours to spare each week?

We need a little volunteer help to get the resources of Landcare Discovery Centre up to date, and increase usage. Located in the QMDC Toowoomba office, the library is a great resource for residents of the Queensland Murray-Darling Basin. Training will be provided for this very flexible volunteer position. For further information contact Roxane Blackley at QMDC on 07 4637 6200 or info@qmdc.org.au.

The Landcare Discovery Centre offers a free borrowing library to the community. Located on Campbell Street, Toowoomba the library houses a collection of sustainable agriculture, biodiversity conservation, energy efficiency, aquatic and natural resource management related books. The library provides information to support land managers and others in the community to manage our natural environment sustainably.

ORGANISATIONAL ENVIRONMENT:

The Queensland Murray-Darling Committee Inc. (QMDC) has a vision for the equitable, efficient and sustainable use of land, water and other environmental resources of the Queensland Murray-Darling Basin.

QMDC is a community-government partnership involving representation from the community, State and Local Government, Landcare groups, catchment groups, indigenous and conservation groups. It has a community-based Chair and an Executive Committee.

The Queensland Murray-Darling Committee Inc. is an equal opportunity employer and volunteer coordinator. Further information is available at www.qmdc.org.au.



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PRIMARY DUTIES:

Assisting with increasing the community use of a range of educational resources we loan. These include: water quality monitoring kits, energy efficiency kits, tool trailers, displays.

Entering new/updating library resources into the database. Training will be provided on the library software.

Other tasks may include organising the collection on the shelves and handling loans.

REQUIREMENTS:

- The Landcare Discovery Centre is open from 9am to 5pm weekdays. The hours and day you volunteer are negotiable; we envisage that the position would require no more than a couple of hours per week. It is preferred that you are available on a weekly or fortnightly basis.
- On the job training will be provided as needed, other details can be discussed during the volunteer induction process. We use the Libcode software to manage library resources.
- Desirable to have library qualifications and/or experience with natural resource management, however not necessary.

BENEFITS:

- **Centrelink approved**
- Maintain and develop sustainable green areas in our local community
- Opportunity to mix with people involved in sustainable agriculture
- Some outdoor activity in a relaxed environment.

TRANSPORT

- Located in the old Queensland Rail, heritage buildings. A 10 minute / 800m walk from the CBD.
- Nearest bus stop is around the corner on Mort Street via the *Wilsonton Heights – USQ*, Route 6 bus. For tickets and information QConnect-Bus QLD 07 4633 1177.
- Limited off-street parking available if travelling by car.

FURTHER ENQUIRIES

To apply for the position send us your details (and a CV if you have one).

Applications for this position quoting the Vacancy Reference Number VOL2 should be marked "Private and Confidential" and mailed to:

Roxane Blackley
 Queensland Murray-Darling Committee
 PO Box 6243, Toowoomba, QLD 4350

or delivered to the Roxane Blackley, QMDC Inc. at the Landcare Discovery Centre, 127b Campbell Street. At the corner of Campbell and Bellevue Streets

or email to info@qmdc.org.au

For further information contact Roxane Blackley on (07) 4637 6200



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REPORTING CHART:

