

Commons Social Change Library

Volunteer Position Description



Position title:	Support Volunteer
Reports to:	Librarian, Commons Social Change Library
Work type:	Volunteer, six-month program, 2-5 hours per week negotiable
Location:	Remote. Volunteers can work from anywhere in Australia.

Background

The Commons Social Change Library is an online collection of educational resources on campaign strategy, community organising, digital campaigning, communications and media, working effectively in groups, fundraising, diversity and inclusion and much more.

We collect, curate and distribute the key lessons and resources of progressive movements around Australia and across the globe.

About the role

Commons Social Change Library volunteers help make activism smarter and stronger. They add important capacity to the Commons Library and social movements.

Support volunteers strengthen the Commons Library through 'behind-the-scenes' work. This includes improving the accessibility of library resources and website functionality, and developing guides to engage Commons Library users with social change material.

Support volunteers will become familiar with hundreds of educational resources, deepening their knowledge about many approaches to social change including campaigning, organising, digital tools, communications and media, creative actions, working in groups, wellbeing and much more.

Key responsibilities

- Assist with categorisation and curation on the Commons Library
- Monitor performance and accessibility of the Commons website and identify required updates and improvements
- Research and source resources
- Write, edit and collate resources
- Various tasks subject to needs and your skills/interests, such as: proof-reading articles, transcribing audio, editing videos, reviewing books, developing social media content

Selection criteria

- Knowledge of information management systems
- Experience with tasks such as administration, categorisation, proof-reading and archiving
- Highly organised with attention to detail
- Interest in learning about social change and information management
- Availability to attend monthly training sessions

- Availability to contribute time to the Commons on a weekly basis (negotiable around other commitments)
- Desirable: Interest and engagement in social change

Conditions

Volunteers are encouraged to contribute 2-5 hours per week, to be completed on times and days that suit the volunteer's availability. The program runs for an initial six-months with the potential to extend on mutual agreement of the volunteer and the Commons Social Change Library.

Volunteers will receive mentoring, training and support from Commons Library staff and have the opportunity to attend events and networking sessions with other volunteers. Support Volunteers will be supervised by Antje Dun, Commons Librarian.

Please note that if you are not available for the full program we will also consider volunteers for short defined projects. We can work with you to define the scope of your involvement.

To apply

To apply for the Support Volunteer role please submit your application through our online form by midday on Monday, 22 February 2021: <https://airtable.com/shrgoWhOU686ai1Gd>

Applications should include:

- Responses to the application questions
- Your current CV/resume or LinkedIn profile
- The name and contact details of a referee

The Commons is an equal opportunity employer. We aim to overcome barriers to access including those related to ability, education levels, language, income, racism, sexism, homophobia, transphobia and any other oppression or systemic disadvantage.

We encourage people from around Australia to volunteer; the Commons is a digital library and volunteering will take place remotely. Different ages, experience levels and working styles are welcome. We welcome your different talents and what you can contribute.

Further information

For accessibility enquiries or any further information please contact Holly Hammond, Commons Library Director, on holly@commonslibrary.org