



If you are interested in joining the LMG Volunteer Program, please complete the form below:

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Please tick the volunteer area that you are interested in:

Library

Museum

Gallery

Return the completed form to the Library, Museum or Gallery reception or post to:

**LMG Volunteer Coordinator**

PO BOX 146 Windsor NSW 2756

For more information phone (02) 4560 4439

(Office use only)

Date received:

Privacy notice:

Council is bound by the provisions of the Privacy and Personal Information Protection Act 1998, in the collection, storage and utilisation of personal information provided in this form. Accordingly, the personal information will only be utilised for the purposes for which it has been obtained and may be available for public access and/or disclosure under various NSW Government legislation.



**Hawkesbury Library Service**

**Hawkesbury Central Library**

Deerubbin Centre (Ground Floor)  
300 George Street WINDSOR NSW 2756  
Monday-Friday 9am-7pm  
Saturday 9am-1pm Sunday 2pm-5pm  
Closed public holidays  
(02) 4560 4460



**Richmond Branch Library**

29 West Market Street RICHMOND NSW 2753  
Monday-Friday 9.30am-6pm Saturday 9am-1pm  
Closed Sundays and public holidays  
(02) 4560 4270

[www.hawkesbury.nsw.gov.au/library](http://www.hawkesbury.nsw.gov.au/library)  
[library@hawkesbury.nsw.gov.au](mailto:library@hawkesbury.nsw.gov.au)  
Catalogue [www.hawkesbury.nsw.gov.au/catalogue](http://www.hawkesbury.nsw.gov.au/catalogue)  
[www.facebook.com/HawkesburyLibrary](https://www.facebook.com/HawkesburyLibrary)

**Hawkesbury Regional Museum**

8 Baker Street WINDSOR NSW 2756  
Wednesday-Monday 10am-4pm  
Closed Tuesday (except by appointment for guided groups)  
Public holidays: Closed Christmas Day, Boxing Day and Good Friday.  
Open 10am-4pm other public holidays  
Guided tours of historic Howe House: Sat-Sun 11am and 2pm  
**FREE ENTRY**

(02) 4560 4655  
[www.hawkesbury.nsw.gov.au/museum](http://www.hawkesbury.nsw.gov.au/museum)  
[museum@hawkesbury.nsw.gov.au](mailto:museum@hawkesbury.nsw.gov.au)  
[www.facebook.com/HawkesburyMuseum](https://www.facebook.com/HawkesburyMuseum)

**Hawkesbury Regional Gallery**

Deerubbin Centre (1st Floor)  
300 George Street WINDSOR NSW 2756  
Monday, Wednesday-Friday 10am-4pm  
Saturday, Sunday 10am-3pm  
Closed Tuesday and public holidays  
**FREE ENTRY**

(02) 4560 4441  
[www.hawkesbury.nsw.gov.au/gallery](http://www.hawkesbury.nsw.gov.au/gallery)  
[gallery@hawkesbury.nsw.gov.au](mailto:gallery@hawkesbury.nsw.gov.au)  
[www.facebook.com/HawkesburyGallery](https://www.facebook.com/HawkesburyGallery)

Library, Gallery, Museum postal address:  
PO Box 146 WINDSOR NSW 2756

LIBRARY MUSEUM GALLERY

# Volunteer PROGRAM



Hawkesbury City Council



Are you someone who enjoys interacting with people and feel that volunteering on a regular basis would suit you? Then you may be interested in joining our Library, Museum, Gallery (LMG) Volunteer Program.

LMG Volunteers perform a variety of roles - providing invaluable support to our staff and a high standard of customer service to visitors – at the Hawkesbury Library Service, Hawkesbury Regional Museum and Hawkesbury Regional Gallery.

By joining us you will receive excellent training and you will work in a collaborative, supportive and safe working environment. We aspire to make the volunteer experience an enjoyable and rewarding one, providing professional development excursions, social and training events throughout the year. We ask you for a commitment to training and to a regularly rostered shift, which may be weekly, fortnightly or monthly, over the duration of at least one year.

### We have front of house roles at the Museum and Gallery:

- Meeting and greeting visitors at the front desk, fulfilling reception duties and providing visitors with information about exhibitions and events – and at the Museum, information about the local area
- Exhibition tour guiding – for groups and individuals

### There are many options for volunteers at the Library, Museum or Gallery, including:

- Conducting research
- Assisting with exhibition installations, events and public programs
- Assisting with book selection and deliveries to retirement villages, seniors groups, nursing homes and people who are housebound
- Administration duties
- Assisting with education groups

### What is involved?

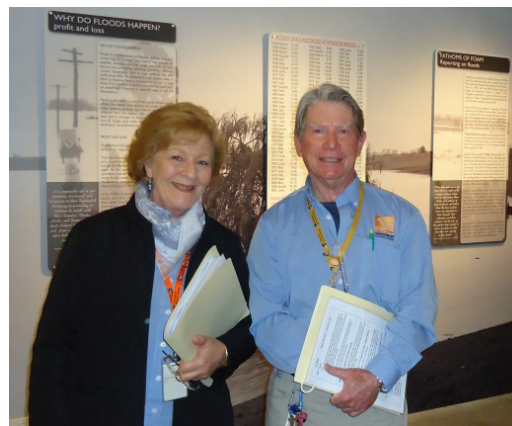
- You must be over 16 years old to apply
- Contact the Volunteer Coordinator for more information or to be sent an application form: Ph (02) 4560 4439 or email [lmgvolunteers@hawkesbury.nsw.gov.au](mailto:lmgvolunteers@hawkesbury.nsw.gov.au)

Or find the form online at: <http://www.hawkesbury.nsw.gov.au/hawkesburyLMGvolunteers>

- The next step is to attend an informal interview where we can discuss the role further and you can ask any questions you may have
- If your application is successful you will then attend a full day training session, including a mandatory Work Health & Safety (WHS) induction before commencing
- You will be matched to a role which suits both us and you

### Then you can enjoy the satisfaction and benefits of volunteering:

- A chance to share your love of history, art or reading
- Opportunities for you to make new friends, meet new people, build your confidence, get actively involved in your community and feel needed
- Learn new skills, increase your knowledge, help others and gain valuable job experience
- Continuing education and training programs, including free lectures, outings, presentations, tours and annual recognition events



*I feel very privileged to provide such a worthwhile service to others, it's a big reward for a small amount of my time.*  
Vino, Library Volunteer

*We met two very helpful volunteers on our visit to the museum today, Jeanette and Ed. We are coming back because they are so helpful and enthusiastic about the museum.*  
Museum Visitor Survey



*I'm always so happy when I look on my calendar and see that I have a gallery day coming up.*  
Dawn, Gallery Volunteer