Volunteer role

Justice of the Peace

Volunteer Justice of the Peace Service

Blacktown City Libraries

Purpose

As a volunteer Justice of the Peace at one of our libraries, you can make a difference by assisting customers with witnessing and signing documents such as affidavits and statutory declarations, and certifying copies of documents.

We would like you to:

- Complete the steps that are required by law, honestly and carefully
- Witness statutory declarations
- Witness affidavits
- Certify true copies of original documents.

Everything you do is in a voluntary capacity, and as such, there is no remuneration (pay).

Qualities we are looking for

Preferred qualities we are looking for are:

- Certified and registered Justice of the Peace appointed in New South Wales under the Justices of the Peace Act 2002.
- Knowledge of applicable legislation and regulations.
- Good written and verbal skills in the English language.
- Effective communication and conflict resolution skills.
- Good time management skills.
- Ability to speak a language other than English may be advantageous.

You will receive support

Our Library Customer Service Coordinator is responsible for coordinating when you and other volunteers attend and making sure that you are safe. They will take you through a compulsory full induction program to introduce you to volunteering as a Justice of the Peace and your purpose.

Our expectations

We expect all our volunteers to:

- Be reliable and punctual. Advise staff if they are unable to attend as agreed.
- Ensure appointment as a Justice of the Peace is maintained and provide up-to-date details of registration information.
- Act according to the Code of Conduct for Justices of the Peace in NSW.
- Carry out duties in a proper and responsible manner as detailed in The Handbook for Justices of the Peace NSW.
- Do all tasks safely by following our procedures and work instructions

- Read Council's Work Health Safety (WHS) Handbook
- Read Council's Volunteer Handbook
- Comply with Council's Code of Conduct for Volunteers
- Attend scheduled support and guidance sessions including Code of Conduct for Volunteers and WHS, and other sessions as required
- Treat all people fairly and with respect
- Discuss any concerns with the Library Customer Service Coordinator
- Not be under the influence of alcohol or drugs whilst volunteering
- Not make media or social media comment about Council matters.

What's in it for you

- Making a positive contribution to your community
- Giving yourself a sense of achievement and purpose
- Helping you meet new like-minded people which can make you feel more connected and valued
- Being part of a supportive team

Acknowledgement and agreement			
Volunteer	Name		
	Signature		Date