



POSITION TITLE

Toy Library Volunteer

POSITION OBJECTIVES

The volunteer is responsible, in consultation with Senior Management, for the management and maintenance of the KDFC toy library.

SKILLS, KNOWLEDGE AND EXPERIENCE

- Well developed observation and reporting skills
- Well developed knowledge of inclusion principles
- Willingness to accept supervision and seek direction
- Effective interpersonal and verbal and written communication skills
- Effective consultative and interpersonal skills
- Effective time management skills
- Good keyboard, computer and software package skills
- Ability to use digital recording devices

SPECIAL CONDITIONS

- Positive Notice Blue Card
- Police Check

KEY RESPONSIBILITIES AND DUTIES:

All responsibilities and duties must be carried out with regard to and including:

- Reasonable protection of the health, safety, security and well-being of all children and staff/volunteers within the program
- Adherence to relevant policies, procedures and statutory requirements
- Respect for and inclusion of diversity in its many forms
- Respect for and maintenance of confidentiality, including via electronic media / social networking

Volunteer may be responsible for some or all of the tasks below:

- Consult with staff as to the needs of the day and expectations
- Support staff with administration duties such as photocopying, filing, data base entries, book binding, etc.
- Maintain LIBCODE data base
- Assist clients with memberships, booking toys in and out
- Clean toys, equipment, toy library room, desk, kitchen, bathroom and other relevant areas
- Clean adjacent indoor and outdoor areas
- Assist with playgroup craft activity resource development and support as needed
- Assisting with fund raising events

ORGANISATIONAL RELATIONSHIPS:

The volunteer will be directly responsible to:

- The Senior Management
- Any other person nominated by the CEO

EXTENT OF AUTHORITY

The employee is responsible for the quality of his or her work and for the supervision of other volunteers where required, with routine supervision and feedback from Senior Management