

## CHILDHOOD CONNECTIONS – Okanagan Family & Childcare Society



### CHILD CARE RESOURCE & REFERRAL PROGRAM

#### **JOB DESCRIPTION**

**TITLE:** TOY & RESOURCE LIBRARY VOLUNTEER

**DIRECT SUPERVISOR:** Executive Director

**WORK SCHEDULE** 2-4 hours a day once a week

**CLASSIFICATION:** Volunteer position

**EDUCATIONAL REQUIREMENTS:** None

#### **EXPERIENCE/PERSONAL REQUIREMENTS REQUIRED FOR THIS POSITION:**

- Excellent organizational skills
- Must be able to work independently as well as in a team setting
- Cleared Criminal Record Check

#### **BASIC FUNCTION:**

The volunteer would work in consultation with the CCRR Resource & Referral Receptionist to help maintain the CCS toy and resource loan library

#### **DUTIES AND RESPONSIBILITIES:**

Responsibilities include but are not limited to the following tasks:

1. Assist the Resource & Referral Receptionist with the following tasks:
  - tidying and organizing the loan library
  - cleaning toys and loan library equipment on a regular basis
  - upkeeping existing library items
  - Checking puzzles, theme boxes, games and other toys to insure that no pieces are missing
  - Sorting and labeling toy bins and/or new loan library items
  - organizing resource books
  - taking pictures of new loan library items
  - In consultation with the CCRR Coordinator and the Resource & Referral Consultants, removal of broken or damaged toys, resource books, and/or infant toddler equipment