



Position Description: Toy Library Coordinator	
Employer:	Eltham Toy Library
Location:	Multipurpose Room, Eltham Library Complex Panther Place, Eltham, 3095
Reports to:	President and Committee of Management of Eltham Toy Library Incorporated
Position Purpose	
<p>The Toy Library Coordinator coordinates and supervises the Eltham Toy Library (ETL) borrowing sessions and maintains effective communication between Toy Library members and the Eltham Toy Library Committee (the Committee).</p>	
Key Accountabilities	
<p>Session coordination</p> <ul style="list-style-type: none"> • Open and close the Toy Library at each session, including room set up and pack up. • Ensure Toy Library premises are kept clean and tidy. • Utilise and maintain the computerised borrowing system, including membership database and toy catalogue. • Charge fines, deal with lost pieces and with broken toys according to Toy Library policy. • Follow up members with overdue toys. • Enrol new members, process renewals and maintain membership records. • Maintain the duty register and print each term for the Roster Coordinator. • Train and supervise roster volunteers, especially in the use of the computerised borrowing system. • Establish and train a pool of people to cover leave requirements. <p>Communication and member engagement</p> <ul style="list-style-type: none"> • Provide a thorough introduction to new members upon joining. • Communicate Toy Library rules and responsibilities to members. 	

- Advise members on toy selection and ways to encourage play.
- Liaise with members on behalf of the Committee as required.
- Speak to members about fund-raising events to encourage participation.
- In consultation with the Committee update ETL procedures and policies (including New Member information pack) as required.
- Ensure an adequate supply of handouts and forms.
- Manage the ETL email account.
- Create a friendly atmosphere where members feel they belong.

Toy maintenance

- Monitor the 'found' pieces box, returning missing pieces to their toys where possible.
- Liaise with the toy repairer regarding broken toys and toys that need replacement.
- Develop knowledge of the toy collection and assist with identifying gaps for toy purchasing.
- Provide Toy Purchaser with toy catalogue numbers for all new toys, assist with the preparation of labels that list toy parts and other cataloguing assistance such as laminating and photocopying of instructions.
- Organise, supervise and follow up on annual stock take of toy collection.

Reporting

- Report to the Committee of management monthly on standard items ie number of members.
- Provide necessary reports to the newsletter coordinator each term.
- Liaise with the Treasurer and provide information as required.

Specific Capabilities

- Good communication and interpersonal skills.
- Sound administrative skills and computer literacy.
- Ability to build relationships and work with diverse groups.
- Ability to work independently but also as part of a team.

Highly Regarded additional capabilities

- Knowledge and understanding of early childhood and families.
- Knowledge of child development and the benefits of learning through play; with the ability to advise families on appropriate toys or other resources.

Key Relationships
<ul style="list-style-type: none"> • ETL Committee • ETL Members • Local Council
Key performance measures
<ul style="list-style-type: none"> • Feedback from ETL members and Committee. • No substantiated complaints. • Delivery of key accountabilities.
Hours of work
<p>This is a part time position of 7 hours per week (5 hours at Toy Library sessions and 2 hours of administration) and an additional 1.5 hours per month (attendance at monthly Committee meeting).</p> <p>Session Times:</p> <ul style="list-style-type: none"> • Tuesday 9.15am – 11.15am • Thursday 6.45pm – 8.15pm • Sunday 3.15pm – 4.45pm <p>(excluding the December/January annual closure of Toy Library)</p> <p>Other days/hours by mutual agreement.</p>
Remuneration
<p>Remuneration is based on the Social, Community, Home Care and Disability Services Industry Award 2010 (the Award), Social and Community Worker Level 2 pay point 1.</p> <p>The hourly rate is set by the Committee based on the Award and is reviewed annually by the Committee.</p> <p>The successful applicant will need to undertake a Working with Children Check prior to employment commencement.</p>

Contact us at:
Email: enquiries@elthamtoylibrary.org.au
www.elthamtoylibrary.org.au