



Grovedale Toy Library Inc.

ABN:7104792397 - INC No. A0016867L

Grovedale Community Hub

45 Heyers Rd, Grovedale VIC 3216

email: info@grovedaletoylibrary.org.au

www.grovedaletoylibrary.org.au



Position Description

Title:	Toy Library Coordinator
Responsible To:	President, Grovedale Toy Library
Type of employment:	Part-time 3 hours/week, 6 month fixed term (with potential for further fixed terms)
Award:	Social, Community, Home Care and Disability Services Industry Award
Classification:	Social and Community Services Employee Level 2.1 (\$32.21/hr at 13/8/2023)
Supervising:	Volunteers, Session Coordinators

Overview

Grovedale Toy Library is seeking applications for a proactive and reliable person with an understanding of toy libraries and not-for-profit organisations for the role of Toy Library Coordinator. The Toy Library Coordinator will be responsible for the day-to-day operations of the toy library. This position will work under the general direction of the Committee of Management to undertake a variety of functions.

It is expected that leave will be coordinated with Committee of Management, and will mostly be taken during Victoria's state school holidays, when the toy library is typically closed.

Key Responsibilities

- Coordinate 1 weekly borrowing session (weekday), including loaning and returning toys, the provision of advice and support to members, training and supervising of volunteers, and management of monetary transactions relating to membership fees and party hire.
- Register and orientate new members signing up on the day, ensuring borrowers are aware of the rules and responsibilities of being a toy library member
- Manage Party Hire reservations, invoicing, borrowing and returns.
- Manage toy collection in liaison with the toy buyer, including the maintenance of toys (regular assessment of safety, cleanliness and packaging), cataloguing and record keeping, labelling, and yearly stock take
- Develop knowledge of the toy library collection and identify gaps for toy purchasing
- Ensure the library is tidy before and after open sessions
- Manage and maintain the displays of toys within the toy library
- Undertake follow up maintenance and missing parts tasks from weekend sessions.
- Provide report on operational issues for monthly committee meeting, attendance optional.
- Manage premises, office equipment and supplies.
- Foster a welcoming environment for members and volunteers

Skills

- Ability to ensure all processes and procedures relating to the toy library are undertaken appropriately and are in line with organisational policies, procedures and goals

- Ability to exercise initiative and judgement in day-to-day decision making and problem solving situations where organisational practices and direction are not clearly defined
- Ability to be responsive to changing needs and operate with minimal supervision under the general direction of the toy library management committee
- Ability to work with a diverse range of stakeholders, such as funding providers and the Council

Key selection criteria

Essential

1. Excellent communication and interpersonal skills
2. Strong customer service skills - reliable and punctual with a friendly, personable manner
3. Highly organised with attention to detail and ability to keep working environment tidy
4. Excellent administrative skills, particularly related to record keeping
5. Computer literacy and relevant computer skills including use of online databases, MS Word, MS Excel, Google Docs and Drive
6. Ability to work independently and unsupervised and to work as part of a team with the Committee of Management
7. Ability to manage, train and encourage volunteers
8. Understand issues related to cultural diversity
9. Must hold employee Working with Children Check

Desirable

1. Knowledge and understanding of childhood development
2. Understanding of the benefits of play-based learning
3. Knowledge of developmental play principles and early childhood development

Other Conditions

Employment is conditional upon a satisfactory Police and Working with Children check.

Working Hours

The toy library is currently open for approximately 42 weeks of the year (generally closed Victorian school holidays), twice per week on Tuesday (9:00-10:30), and Saturday (9:30-11:30). This role would undertake to open a new 2 hour weekday session, with day and time to be negotiated based on applicant availability and member/volunteer preferences.

Application process

Please forward a covering email and your CV to Erin Krusic-Golub, President at president@grovedaletoylibrary.org.au. Shortlisted applicants will be interviewed in mid-September and asked for two referees. **Applications close Friday 8th September 5pm.**