



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:	Lead Toy Library Coordinator
Responsible To:	President, Grovedale Toy Library
Type of employment:	Casual 3 hours/week, ongoing
Award:	Social, Community, Home Care and Disability Services Industry Award
Classification:	Social and Community Services Employee Level 3.1 (\$46.69/hr weekday, \$65.36/hr Saturday)
Supervising:	Member Volunteer Team & Community Volunteers

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 Lead Toy Library Coordinator. The Lead Toy Library Coordinator will be responsible for the weekend operations of the toy library, which is our busiest time of the week. This position will work under the general direction of the Committee of Management to undertake a variety of functions.

Key Responsibilities

- Coordinate 1 weekly borrowing session (weekend), including training and supervising of a team of volunteers, managing the loaning and returning toys and accurate recording of toy maintenance issues, the provision of advice and support to members, and management of monetary transactions relating to membership fees.
- Register and orientate new members signing up on the day, ensuring members are aware of the rules and responsibilities of being a toy library member
- Ensure the library is tidy before and after open sessions
- Undertake follow up maintenance and missing parts tasks.
- 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
- Opportunity to expand duties the role may exist

Skills

- Ability to quickly adapt to new technology, confident in range of software
- Ability to effectively manage a diverse team of rotating volunteers in a fast paced environment
- 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

Key selection criteria

Essential

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

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

This role requires weekend availability. The hours of employment are Saturdays 9am – 12pm. There may be opportunities to cover weekday shifts. Traditionally, the Grovedale Toy Library has closed during school holidays, and work during these periods may be negotiated. Job share will be considered for exceptional applicants.

Application process

Please forward a cover letter and your CV to Michelle Walker, President at president@grovedaletoylibrary.org.au. Shortlisted applicants will be interviewed in mid-March and asked for two referees. **Applications close Friday 28th February 2025 5pm.**