

COMMUNITY LINKS - Position Description

Position Title: Program Assistant, Toy and Resource Library

Purpose: Volunteers greet clients (adults and children) and sign toys in and out using the assigned computer system.

Duties and Responsibilities:

- To abide by Community Links Code of Conduct and Statement of Confidentiality.
- To treat clients, volunteers, staff and the public with respect and dignity.
- To record volunteer time on assigned forms at the end of each assignment.
- To inform supervisor in a timely manner concerning vacation, illness etc. that would require a substitute volunteer.
- To perform only those requests authorized by Community Links.
- To be prompt in keeping appointments and adhering to agreed upon schedules.
- To report as soon as possible any problems or concerns regarding a specific client or event.
- To build relationships with clients (adults and children) by engaging in a friendly manner
- To organize toys and books to ensure the area is safe and inviting for clients
- To sign toys and books in and out using a computer system – L4 Library software program
- To perform quality control by verifying all parts have been returned and are in good condition
- To perform assigned administrative duties, i.e. bar coding and cataloguing books and toys

Time Requirements:

- Time commitment varies depending on volunteer availability and agency staffing needs.
- Volunteers always have the right to refuse assignments.

Orientation and Training:

- Orientation to Community Links
- Direction and support from the Toy and Resource Librarian and the Coordinator of Volunteer Services or designate.

Benefits:

- Make a difference in the community
- Learn about social issue in the community
- Experience new toys
- Develop strengths and skills
- Meet new people

Skills, Qualifications and Eligibility Requirements:

- Volunteer must be reliable.
- Volunteer must possess good interpersonal skills.
- Volunteer must be compassionate and patient.
- Volunteers must provide 3 references.