



CommunityLinks

Toy Library Assistant Position Description

Position Title: Toy Library Assistant

Purpose: Volunteers wash toys for Community Links in the toy & resource library. They also assist with greeting community members, signing toys in and out and updating the list of resources.

Duties and Responsibilities:

- Arrive on time and be ready to assist for the duration of the shift.
- Clean/sanitize toys from the Toy Library and play rooms as directed.
- Record volunteer hours and report monthly to Volunteer Coordinator.
- Comply with and honour the Mandate, Mission & Vision of Community Links.
- Abide by Community Links Code of Conduct and Statement of Confidentiality.
- Treat clients, other volunteers and staff with respect and dignity.
- Inform the Volunteer Coordinator in a timely manner of illness, vacations or extended periods of time away that may require a substitute Volunteer.
- Report any concerns to the Volunteer Coordinator as soon as possible.
- Follow Community Links Emergency Procedures.
- Attend Orientation & Training (as applicable).

Benefits:

- Make a difference in your community and provide a valuable service
- Be part of a successful agency
- Feel the personal satisfaction of helping others
- Opportunity to become aware of social issues
- Gain volunteer experience & enhance resume

Skills, Qualifications and Eligibility Requirements:

- Volunteer must pay close attention to details and work thoroughly
- Volunteer must have good interpersonal skills
- Volunteer must be reliable and trustworthy

Time Requirements:

- Approximately 5 – 10 hours every two weeks.

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Supervision:

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Toy Library

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Screening Required (Level 1)