

COMMUNITY LINKS

Position Description

Position Title: Toy Washing

Purpose: Volunteers wash toys for Community Links in the Toy and Resource Library and designated child care room.

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, and to turn in these 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 sanitize toys from the toy library and designated play rooms

Time Requirements:

- Time commitment is approximately .5 to 1 hour bi-monthly.
- Volunteers always have the right to refuse assignments.

Orientation and Training:

- Orientation to Community Links
- Direction and support from the Volunteer Coordinator 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.