

## The Puckapunyal & District Neighbourhood Centre

### TOY LIBRARY/OP SHOP COORDINATOR

#### Toy Library Position Description

- # Opening Hours – 9.30am to 11.00am Thursdays and Saturdays
- # Log in to the Toy Library computer system and confirm your volunteer attendance
- # Greet any customers and see if you can assist them any way
- # Check for membership or sign up as a new member (free for current PDNC Members)
- # Loan/Return Toys to the Toy Library computer system
- # Hire of Jumping Castle/Snow Gear – ensure hire forms are signed and deposits/fees paid
- # Check Email for any new messages
- # Check Overdue Toys list (through computer system) and follow up on any outstanding toys
- # Complete the Toy Library roster (completed through the Toy Library computer system – this system will send email reminders to volunteers of their upcoming shifts)
- # Ensure the Toy Library is left neat and tidy at the end of each shift
- # Complete a stocktake/audit approximately once every 12 months

#### Op Shop Position Description

- # Opening Hours – 9:30am to 1:30pm Thursdays (5:00pm till 7:00 day light savings) and Saturdays 9:30am till 11:30am
- # Complete and provide volunteers a monthly roster.
- # Ensure all volunteers know where exits, light switches, heating/cooling, stock etc are located
- # Greet customers and see if you can assist them in any way
- # Maintain a neat and tidy shop floor and store room at all times
- # Keep any moneys locked away safely and take end of day monies to the PDNC Coordinator for banking each week
- # Keep an eye on donations left on the verandah and take them inside the store room for sorting
- # Make sure surfaces are kept clean, clutter free and floors are vacuumed
- # Be proactive in making sure items are priced to sell and racks are clearly labeled with pricing.
- # Arrange and delegate any change over season working bees or clearance sales once approved by COM.

## General Committee Responsibilities

- ✦ Ensure that you have full knowledge and understanding of the Model Rules and all policies and procedures to the Association.
- ✦ Ensure that you recognize your role and responsibilities and approach your commitment with due attention and diligence.
- ✦ Be pro active and willing to participate and respond to feedback, requests, committee meetings and group messaging.
- ✦ Attend PDNC social events when possible.
- ✦ Be prepared to represent and promote the PDNC Organisation at all times with a positive attitude.
- ✦ Ensure you are respectful to the staff, committee and community