



VOLUNTEER JOB DESCRIPTION

Toy Library/Baby Depot Helper

Term: September to June

of Hours/week: 3-6

Reports to: Program Manager

Position Summary: The Toy Library/Baby Depot Helper assists in the organization of supplies for both programs, either during program hours or outside of program hours as determined by the Program Manager & Executive Director.

Main Responsibilities:

- Scanning baby supplies (diapers, formula, baby food) to determine if more supplies are needed & informing the Toy Library/Baby Depot Coordinator
- Bundling diapers & putting into appropriate bins according to sizes of diapers
- Checking expiry dates on baby food in the cupboard & disposing of expired food
- Spraying toys that are returned to the Toy Library , allowing to air dry, then returning them to the cupboard
- Making phone calls to families to notify them of changes in hours or new programs etc. on occasion
- Completing weekly sheet of program hours & submitting to Program Manager
- Adhering to Caldwell Family Centre Policies & Procedures

Qualifications:

- Successful completion of a criminal reference check for the vulnerable sector
- A minimum of 1 years' experience with babies and young children
- Excellent English language skills (minimum of Level 3 LINC)
- Knowledge of other languages is considered an asset