



July 2010

**Toy Lending Library Volunteer
2 Positions**

Placement: October 2010

Downtown YMCA-YWCA

Nature and Scope:

The Toy Lending Library Volunteer provides excellence in customer service and support, to the members and participants who access the Toy Lending Library program.

Reporting to the Recreation and Sports Coordinator, the volunteer in this position will maintain library inventory, process data entry and monitor library records, process requests for toys, and clean toys and equipment. The volunteer in this position will help to create and maintain a welcoming, friendly, and respectful environment which affirms and promotes the dignity of people with diverse backgrounds, and needs; does not tolerate abusive behavior and reinforces socially responsible behavior.

The Toy Lending Library Volunteer will be based at the Downtown YMCA-YWCA facility, and should be available every other Sunday from 10:00am – 12:30pm. The successful candidate for this position will work as a part of a rotating volunteer team.

Responsibilities:

- To monitor the Toy Lending Library records and process data entry.
- To maintain Toy Lending Library inventory.
- To process requests for toys.
- To monitor cleanliness and maintenance of toys and report deficiencies as required.
- To ensure excellent customer services is provided.
- To maintain and develop relationships with members, participants, staff and other volunteers within the YMCA-YWCA.

Qualifications:

- Data entry and inventory experience preferred
- Parent and Tot program experience preferred.
- Reliable and dependable.
- Clear Criminal Reference Check is required.
- Standard First Aid and CPR-C is required.

Please forward applications by August 15th, 2010 to:

Recreation and Sports Coordinator, Downtown Branch
851 Broughton Street
Victoria, BC V8W 1E5
Fax: (250) 380-1933
Email: syates@victoriay.com

The YMCA-YWCA of Greater Victoria is an equal opportunity employer.