



Crich Toy Library Session Co-ordinator (Self Employed)

ROLE DESCRIPTION

To co-ordinate weekly Toy Library Sessions, for parents/carers and their children within Crich and its surrounding areas.

DUTIES AND RESPONSIBILITIES - Specific:

- Plan & prepare a suitable activity for the children
- Organise and purchase snacks and refreshments
- Organise the setting up and clearing up of the session
- Ensure toys and resources are returned to the nominated storage areas
- To maintain confidentiality and observe data protection and associated guidelines where appropriate including when inputting data onto toy library database.
- Clean toys & resources on return from loan, and make necessary safety /cleanliness checks prior to toys and resources being loaned out.
- Support existing volunteers and encourage new users to join rota
- Record takings on the day and ensure cash is balanced
- Ensure membership and toy hire information is entered correctly on the computer, observing data protection guidance.
- Report any problems to relevant areas, e.g. Glebe reception or CTL committee
- Promote holiday and weekend themed Stay & Play Sessions to users – NB: opportunities for additional paid sessions for weekend/holiday sessions may be required.
- Support Toy Library Outreach Worker processing toys and resources e.g. sourcing from store and entering onto toy library database
- To undertake filing and record keeping as appropriate.
- Toy Library Session Co-ordinator will be line managed by CTL Chair and will receive regular appraisals.

DUTIES AND RESPONSIBILITIES – General:

- Work in accordance with the current policies and procedures of the Toy Library; undertake relevant training and development activities; and respond positively to new and alternative systems.
- To co-operate with the committee in complying with relevant Health and Safety legislation, policies and procedures in the performance of the duties of the post.
- To maintain confidentiality and observe data protection and associated guidelines where appropriate.
- To carry out any other reasonable duties and responsibilities within the overall function commensurate with the grading and level of responsibilities of the post

- Free training opportunities will be made available from Derbyshire County Council Voluntary, Independent & Community Group Training Directory & through Derbyshire Toy Library Network e.g Health & Safety, Safeguarding, First Aid.

RATE:-

- £24 for each session (3 hrs 9am – 12.00pm, payable in arrears (approx 17 Sessions) Plus 1 additional floating hour per week @ £8.00 which can be accumulated as necessary throughout month for planning/administration/processing toys/resources.
- Out of pocket expenses to be reimbursed i.e. cleaning resources, refreshments, stationery, itemised phone calls.
- Payment to be made following receipt of invoice and expense receipts

Closing date 13th July 2009



Crich Toy Library

Toy Library Outreach Worker (Self Employed)



KEY RESPONSIBILITIES:

To provide a Toy Library Outreach Service to community groups in Crich and the surrounding areas

DUTIES AND RESPONSIBILITIES - Specific:

- Organising catalogue distribution and upkeep.
- Collecting, recording and banking membership and loan fees.
- To undertake routines related to shelving and filing of toys and equipment.
- Report any problems to relevant areas, e.g. Glebe reception or CTL committee
- Ensure membership and toy hire information is entered correctly on the computer, observing data protection guidance.
- To work with community groups and support services.
- To clean and maintain toys and equipment ready for loan and make necessary safety /cleanliness checks prior to toys and resources being loaned out.
- To ensure that all routines related to the issue and discharge of loans are followed properly and correctly.
- Supervising the loan and return of toys and equipment.
- To deliver and collect toys and equipment.
- To undertake filing and record keeping as appropriate.
- Toy Library Outreach Worker will be line managed by CTL Chair and will receive regular appraisals.

DUTIES AND RESPONSIBILITIES – General:

- Work in accordance with the current policies and procedures of the Toy Library; undertake relevant training and development activities; and respond positively to new and alternative systems.
- To co-operate with the committee in complying with relevant Health and Safety legislation, policies and procedures in the performance of the duties of the post.
- To maintain confidentiality and observe data protection and associated guidelines where appropriate.
- To carry out any other reasonable duties and responsibilities within the overall function commensurate with the grading and level of responsibilities of the post
- Free training opportunities will be made available from Derbyshire County Council Voluntary, Independent & Community Group Training Directory & through Derbyshire Toy Library Network e.g. Health & Safety, Safeguarding, First Aid.

RATE :-

- £8.00 per hour. Outreach hours are approx 8 hours per calendar month.
Total £64.00 x 5 Months (Pilot Scheme)
- Plus mileage 0.399 pence per mile
- Agreed out of pocket expenses to be reimbursed i.e. stamps, cleaning resources, stationery. itemised phone calls.
- Payment to be made following receipt of invoice and expense receipts

Closing date 13th July 2009

