

POSITION DESCRIPTION



TOY LIBRARIAN

OBJECTIVE To ensure all toys are in good working order and that the toys on the Mibase Database is kept up to date. To contact members when toys are overdue or items missing.

KEY TASKS & RESPONSIBILITIES

- Manage the database of toys on Mibase
 - Add new toys to Mibase, including images, description, etc.
 - Remove broken or outdated toys from Mibase
 - Regularly audit the status of toys on the Mibase database
 - Survey members on the purchase of new toys
 - Contact members when items are missing/broken from toys and arrange for the items to be repaired or replaced.
 - Find replacement parts for missing pieces in order for toys to be back in borrowing condition as soon as possible.
 - Provide a short progress update for the committee meetings
 - Contact members for overdue toys on loan
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DESIRABLE SKILLS

- Computer & Internet skills
 - Friendly and social attitude good communicator
 - Experience of basic software
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DOCUMENTATION / ITEMS

- Mibase Database
 - Microsoft Forms Surveys
 - Toy folder in OneDrive
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CONTACT PERSON FOR

- Emailing manufacturers
 - Repair jobs when they are not completed by members
 - Overdue / broken / lost toys
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