



Toy Well Roles & Responsibilities

Toy Well Regional Coordinator	Community Hub Leader	Toy Library Volunteer
<ul style="list-style-type: none"> • Project managing the establishment of new toy libraries, including purchasing toys, shelving, cupboards, recruiting volunteers (with the support of the Hub Leader) • In conjunction with the Hub Leader, assess the physical suitability of a Community Hub to host a Toy Well toy library • Set up the SETLS system to run the toy library • Support volunteers with cataloguing of toys • Assess broken and unsafe toys and determine whether they can be repaired, spare parts sourced or removed from the toy collection • Training and supporting volunteers in the running of the toy library • Promoting the Toy Well program • Making connections with the local community, including securing local funding for toy purchases • Attending Toy Well Regional Coordinator meetings and training • Communicating local support requirements and emerging issues to Toy Libraries Australia • Providing progress updates and assisting in evaluation of the project • Developing relationships with Hub Leaders and Hub Support Coordinator in the region • Identifying opportunities for expansion of the Toy Well program in the region 	<ul style="list-style-type: none"> • Securing Principal agreement for establishment of the toy library • Identifying the location that toy library will be set up within the Community Hub • Assisting in determining shelving, lockable storage requirements • Actively supporting the Regional Coordinator in recruiting volunteers to assist with the set up (cataloguing) and running the toy library • Supporting the volunteers running the toy library resolve any day-to-day issues that arise during opening sessions • Supporting the volunteers address any queries or concerns from hub users • Identifying when more volunteers need to be recruited or additional training required for a current volunteer to ensure the smooth running of the toy library • Promoting the Toy Well toy library to users of the Community Hub and school families • Encourage Toy Well families to join hub playgroups and other programs • Identifying toy preferences for children of various ages and advise the Regional Co-ordinator to assist in future toy purchases • Ensure that volunteers follow toy hygiene guidelines and other community hubs guidelines • Let the Regional Coordinator and/or Toy Libraries Australia know if they or the school have any concerns regarding the Toy Well program 	<ul style="list-style-type: none"> • Cataloguing toys • Running the day to day operation of the toy library, including checking toys in and out • Signing up new members and ensuring they understand the toy library borrowing conditions • Making sure that all returned toys are in good condition and safe for children, and put aside toys that the broken or unsafe • Noting toy preferences and making suggestions to the Regional Co-ordinator to assist in future toy purchases • Advise the Hub Leader or Regional Coordinator if more consumables are needed (e.g. bags, boxes, brochures) • Reinforce with parents any toys that contain small parts and magnetic parts.