

**Toy Coordinator**

**POSITION DESCRIPTION**

The Toy Coordinator accepts, cleans, sorts and coordinates distribution of toy donations and books for asylum seeker homes supported by West Welcome Wagon (WWW).

This is a volunteer position. We estimate the role will require the Coordinator to have approximately 6-8 hours available to volunteer per week.

**Main tasks and responsibilities:**

* Receive donations;
* Sort by age and clean as required (assistance is available for this via volunteers);
* Ensure toys are safe for young children (remove all batteries and small parts);
* Store toys and make packs as required;
* Notify Delivery Coordinator when toy packs are ready to be distributed;
* Work with the Delivery Administrator, who monitors the database of requests for items and donations, as well as the Facebook page where donations are posted.

**Requirements:**

* Facebook and Google Drive literacy, as the majority of communication and organisation is undertaken this way;
* Communication skills, particularly in online communication;
* Organisational skills for keeping track of donations coming in and out;
* An understanding of WWW's work and goals;

**West Welcome Wagon will provide:**

* Induction into the organisation and the role;
* A volunteer to undertake administration for the role;
* Ongoing support from the Committee, Operations Manager, and the CORE group of volunteers;
* Regular social events with the team of WWW collectors and organisers.

For more information and how to apply, please contact volunteer@westwelcomewagon.org.au.