



GREENE COUNTY FAMILY VISITATION CENTER

VOLUNTEER POSITION DESCRIPTION

Position Title:	Equipment Manager
Supervisor:	Family Visitation Center Coordinator
Job Location:	143 East Market Street, Xenia, Ohio
Volunteers Hours	The hours for this position are flexible and could include daytime, evening or weekend hours.

Position Purpose:

Volunteer Equipment Managers assist the Center's staff to clean, inventory and repair (when possible) all toys and equipment.

Specific Duties and Responsibilities:

- ▶ Inventory donated toys and equipment
- ▶ Organize toys in visit rooms
- ▶ Clean and disinfect all toys and equipment
- ▶ Remove damaged toys and equipment from visit rooms
- ▶ Repair toys when possible
- ▶ Notify staff of toy and equipment needs
- ▶ Prepare a toy and equipment wish list
- ▶ Organize office and other supplies

Skills Needed:

- ▶ Interest in volunteering with children and families
- ▶ Organization skills
- ▶ Ability to wash toys and equipment
- ▶ Ability to interact with staff