



VOLUNTEER POSITION DESCRIPTION

POSITION TITLE: Equipment Manager
REPORTS TO: Director of Birth to Three Services

HOURS

Hours are flexible according to the office hours of the Center, 8:00 a.m. to 4:30 p.m. The tasks of this position typically require one, four-hour shift per month.

TASKS

- Clean and sanitize toys and therapy equipment.
- Maintain equipment by ensuring that an agency label is affixed, when appropriate.
- Notify the Director of repair and/or reorder needs.

QUALIFICATIONS

- Ability to work independently with non-toxic cleaning product.
- Ability to lift up to 15 pounds.

BENEFITS

- Gain incidental knowledge of pediatric therapy equipment.
- Ensure healthful environment for staff, children, and families.
- Accumulate volunteer hours for personal portfolio.