

Position: Facilities Coordinator

Board Meeting Location:

Whole Foods Market
353 E Broadway
Eugene, OR 97401

Board meetings: 2nd Saturday of every month, 10am-12pm
Expected Service Length: August - June

General Requirements

- Computer with internet access
- Knowledge of Google Drive and Google Email
- Ability to receive/send text messages
- Facebook account (or willingness to create one to communicate with our private board group and the secret Tiny Tots group)
- Good organization and communication skills
- Ability to multitask and follow through

Tiny Tots provides a work Google email account with access to Google Drive

All Board Members

- Attend most monthly board meetings
- Complete the meeting notes related to your role for every board meeting
- Fulfill responsibilities in a timely manner specific to your role
- Communicate with the board to brainstorm, solve problems, help each other, etc.
- Help with member orientation, open house, events and fundraisers as needed
- Give tours as needed
- Open/close/clean the site as needed
- Attend 2 board meetings in August to prepare for opening TT in September - 1 meeting is to physically set up the site
- Help take down TT in June (ideally twice - at the beginning of your time on the board and at the end of your year on the board)

**Position Specific
Requirements**

- Oversee everything on-site to ensure safety, cleanliness, and proper working order
- Check in on-site ideally every week, at least every other week
- Change the door code each term on the door lock
- Ensure there are enough sign in sheets, guest book sheets, liability waivers, keep binders in good order, etc.
- Work with our printing sponsor monthly to ensure we have all printed materials printed in time for our needs; maintain good working relationship with printer
- Work with Directors to resolve any issues with the site
- Work with Volunteer Coordinator on supplies needed for volunteers to bring in
- Help maintain Amazon wish list for volunteers to purchase supplies/toys as duties
- Purchase supplies needed for the playground under set spending limit (purchases over spending limit require pre-approval from Directors)
- Perform routine maintenance on the vacuum cleaner and keep track of when new bags need to be purchased/added to Amazon wishlist
- Repair and replace toys as needed
- Research cost of new toys and coordinate purchasing and set-up
- Schedule and lead "emergency" toy cleanings as necessary (e.g. infectious outbreak, Tiny Tots closed for length of time)
- Update signage and bulletin board decorations as necessary, at least once each term and for holidays, events, etc.
- Monitor first aid kit, craft supplies and other misc items
- Check whiteboard on-site for communication about broken toys or site issues, based on member feedback
- Maintain craft space in snack room; keep supplies stocked; setup pre-party craft for decorations

