

North Portland Tool Library Coordinator

Position reports to a volunteer Board of Directors.

Tool Library Coordinator performs the following tasks required to operate the Library: operate database software, keep inventory organized, direct and advise members about tools, regularly check email, answer phones, handle money, perform filing, cleaning, manage tool repair, and attend a monthly meeting.

Candidate may assist in conducting outreach, organizing workshops, training and recruiting volunteers.

Position requires a basic knowledge of tools as they apply to carpentry, plumbing, electrical, landscaping, and mechanical.

Position requires good communication skills. Candidate must demonstrate good organizational skills and ability to work under pressure. Experience working with the public is preferred.

This is a part time position of a minimum of 10 hours a week and usually averaging 11 – 13 hours per week. Current hours are Saturday from 9:00 until 2:00 and Tuesday from 5:00 until 7:30. Starting salary range is between \$10 and \$13 per hour depending on experience.

Submit cover letter and resume via email to Douglas Hartman at dhartman@navi.net. For more information call 503.823.0209.

Submissions will close on July 29, 2012.