

NORTH PORTLAND TOOL LIBRARY

Job Opening: TOOL COORDINATOR

The North Portland Tool Library, a nonprofit community tool bank that functions like a regular lending library, is seeking a **Tool Coordinator**.

Responsibilities:

- Working Saturdays (8:30 am - 2:30 pm)
- overseeing volunteers,
- maintaining databases that track tool use and history as well as borrower's information,
- maintaining and repairing tools,
- checking tools in and out to members of the community,
- maintaining a positive relationship with the community that is based on mutual trust,
- bookkeeping,
- collecting late fees,
- pursuing partnerships with local businesses and trades,
- organizing skills workshops,
- communication with the North Portland Tool Library Board regarding needs, problems, improvements, etc
- and visualizing improvements and additions as the Tool Library evolves.

Requirements:

- Complete honesty,
- knowledge of tools and their use,
- a high level of organization,
- attention to detail,
- excellent communication skills and
- a commitment to fostering and promoting community in North Portland.

This is a part time position, starting at 10 hours a week, includes Saturdays. Tool repair and other administrative tasks can be done on your own schedule. We are looking for someone who is committed to the project and reliable about running the Tool Library on Saturdays. \$10-12 per hour depending on experience.

Resumes due by Oct 5, 2007.

Please send resumes and cover letter to northportlandtoollibrary@yahoo.com or send by mail to 9803 N Hudson St, Portland, OR 97203. Contact Laura Dalton for any questions about the position at 503 449 1400 (cell) no calls after 8 30 pm please.

The North Portland Tool Library is located at 2209 N Schofield St, Portland, OR 97217. Please visit on Saturday (9-2pm) or Tuesday (5-7:30pm) to check us out!