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Tool Coordinator Job Description

**OVERVIEW**

The North Portland Tool Library (“NPTL”) is a community resource dedicated to building community and fostering sustainability by providing residents with tools and the knowledge to use them We loan a wide variety of tools to community members **free of charge**. The NPTL benefits North Portland residents by reducing the costs of maintaining and improving the places in which we live, work, and play. The NTPL supports diverse, livable neighborhoods and fosters community pride. A nonprofit, volunteer Board of Directors manages the tool library. This includes maintaining programs and inventory; policy setting; fundraising; and the overseeing of staff and volunteers. The all-volunteer Board operates the tool library on a limited budget of $10,000 annually.

**POSITION SUMMARY**

The Tool Coordinator, under the direct supervision of the NPTL Board of Directors, is responsible for the day-to-day operation of the tool library. The position requires excellent communication skills, including written, interpersonal and public presentation. Good record keeping abilities and a high level of organization are also required. The Tool Coordinator must have a basic knowledge of carpentry, electrical, plumbing, landscaping and tool use. Experience or knowledge in the basic maintenance of tools is desired.

**POSITION ACCOUNTABILITIES**

The Tool Coordinator is an employee of the City of Portland and is accountable to both the NPTL Board of Directors and the Director of North Portland Neighborhood Services. Under the supervision and direction of the Board of Directors, the Coordinator will:

* Staff the tool library during open hours
* Maintain tools and the tool library
  + The Board of Directors may allocate to the Tool Coordinator a set amount of funds for the purchase and repair of tools at the discretion of the Tool Coordinator
* Keep good records and account books
* Respond to email and phone inquiries
* Recruit and train volunteers
* Assist in fundraising efforts to sustain the NPTL
* Maintain communication with the Board of Directors as follows:
  + Attend monthly Board meetings and other official meetings, as directed
  + Report membership activity, i.e., current membership base, number of new members, and any issues regarding members or memberships
  + Report tool usage activity, including highly requested tools that may warrant additional copies
  + Advise on the need for additional tools based on member requests or recommendation of the Tool Coordinator
  + Advise on the need for improvements to the library’s physical space
  + Convey any problems concerning operations of the tool library, members and tools
  + Share ideas for improvement in tool library operations, membership relations and community outreach
  + Respond in a complete, timely and concise manner to any inquiries from the Board of Directors
  + Organize skills workshops
  + Pursue partnerships with businesses and community organizations
* Non-Accountabilities:
  + The Tool Coordinator is not a member of the Board of Directors
  + Unless otherwise approved in Board of Director meeting minutes, the Tool Coordinator is required to obtain Board approval for any action or activity not specifically authorized by the Board of Directors

**PRIMARY DUTIES**

***Tool Library***

* Open and close the library during open hours: Saturdays, from 9:00 a.m. to 2:00 pm and on Tuesdays, from 5:00 p.m. to 7:30 p.m.
* Track tools (in/out/delinquent) and maintain a current tool database
* Repair and maintain tools; report to the Board of Directors any tools needing major repairs or replacement
* Remove / add tools to inventory
* Develop plans that will keep all repair/maintain/purchases within budget
* Cull donations for viable tools for the library or tool-sale fundraisers; store and manage this inventory
* Coordinate with members or external persons / organizations to remove items no longer used or needed
* Collect fines and donations during tool library open hours

***Library Membership***

* Maintain the tool library member database, ensuring all information has been entered correctly and is up-to-date
* Locate delinquent members on a best-effort basis
* Report seriously delinquent members to the Board on a regular, timely basis

**DUTIES, as time permits and under the direction of the Board**

*Volunteer Coordination*

* Develop opportunities for volunteering, including training, if necessary
* Engage members to promote volunteerism
* Schedule all volunteers
* Report volunteer activity to the Board on a regular basis

*Tool/Repair Community Outreach*

* Develop relationships with repair shops in the area in an effort to obtain favorable terms/discounts for tool repairs
* Under the direction of the Board, work with other tool libraries in the Portland area for cooperative learning opportunities

*Workshops*

* Develop workshops that are relevant/of interest to the membership
* Coordinate with the Board to schedule and promote workshops

*Web Development*

* Keep a relevant and active web presence through consistent updates and improvements to the current website
* Monitor incoming leads and links to ensure the NPTL is easily found in search engines
* Link with appropriate community programs and projects
* Report all web activities to the Board on a monthly basis

*Fundraising*

Organize, coordinate and manage:

* Tool Sales
* Workshops
* Direct donations
* Late fees

Track each activity to ensure goals set by the Board are met; or develop new procedures for the donation of tools, time and money for review and approval by the Board of Directors.

*Social Media*

Monitor, edit and manage:

* Facebook
* Twitter
* Pinterest
* Newsletter
* Report all social media activities to the Board on a monthly basis

**QUALIFICATIONS**

Strong communication skills, attention to detail, initiative, creativity, and a commitment to the goals and objectives of the NPTL as stated by the Board of Directors. Must have the ability to work under the oversight of the Board of Directors and maintain a professional working relationship with the Board and the Director of North Portland Neighborhood Services.

**REQUIRED EDUCATION or EQUIVALENT EXPERIENCE**

High School Diploma or GED

**FIELD OF KNOWLEDGE**

General knowledge of hand and power tools, proper use of tools, ability to organize, lead, and manage a group (or groups) of volunteers, and a commitment to fostering and promoting community in North Portland.

**WORK LOCATION:** 2209 N Schofield St, Portland, OR 97217 (basement of the Historic Kenton Firehouse)

**TELEPHONE:** (503) 823-0209

**SCHEDULE:** 8:30am to 2:30pm Saturday and 4:30pm to 8:00pm Tuesday

**HOURS:** 10 to 14 per week

**SHIFT:** Saturdays, Tuesday evenings and other times, as authorized

**JOB TYPE:** Part-time

**TRAVEL:** None

**START DATE:** Approximately February 14, 2014

**SALARY:** $11 to $14 per hour

**TO BE CONSIDERED, SUBMIT A COMPLETED APPLICATION (SEE BELOW) AND RESUME NO LATER THAN EOD WEDNESDAY, January 28, 2015. COVER LETTER IS OPTIONAL … BUT, HEY, IT DOESN’T HURT!**

**EMAIL APPLICATION MATERIALS TO:** [info@northportlandtoollibrary.org](mailto:info@northportlandtoollibrary.org)

**Tool Coordinator Job Application**

|  |  |
| --- | --- |
| **NPTL_Web_Banner_2** | **2209 N. Schofield St.**  **Portland, OR 97217** [info@northportlandtoollibrary.org](mailto:info@northportlandtoollibrary.org) |

# Employment Application

## Applicant Information

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Full Name: |  |  |  | Date: |  |
|  | Last | First | M.I. |  |  |

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| --- | --- | --- |
| Address: |  |  |
|  | Street Address | Apartment/Unit # |

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| --- | --- | --- | --- |
|  |  |  |  |
|  | City | State | ZIP Code |

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| --- | --- | --- | --- |
| Phone: |  | Email |  |

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| --- | --- | --- | --- | --- | --- |
| Date Available: |  | Social Security No.: |  | Desired Salary: | $ |

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| Position Applied for: |  |

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| --- | --- | --- | --- | --- | --- |
| Are you a citizen of the United States? | YES | NO | If no, are you authorized to work in the U.S.? | YES | NO |

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| --- | --- | --- | --- | --- |
| Have you ever worked for this company? | YES | NO | If yes, when? |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Have you ever been convicted of a felony? | YES | NO |  |

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| --- | --- |
| If yes, explain: |  |

## Education

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| --- | --- | --- | --- |
| High School: |  | Address: |  |

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| From: |  | To: |  | Did you graduate? | YES | NO | Diploma:: |  |

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| College: |  | Address: |  |

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| From: |  | To: |  | Did you graduate? | YES | NO | Degree: |  |

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| Other: |  | Address: |  |

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| From: |  | To: |  | Did you graduate? | YES | NO | Degree: |  |

## References

Please list three professional references.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Full Name: |  | | Relationship: |  |
| Company: |  | | Phone: |  |
| Address: |  | | | |
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| Full Name: |  | | Relationship: |  |
| Company: |  | | Phone: |  |
| Address: | |  | | |
|  |  | |  |  |
| Full Name: |  | | Relationship: |  |
| Company: |  | | Phone: |  |
| Address: |  | | | |

## Previous Employment

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| Company: |  | Phone: |  |
| Address: |  | Supervisor: |  |

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| --- | --- | --- | --- | --- | --- |
| Job Title: |  | Starting Salary: | $ | Ending Salary: | $ |

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| Responsibilities: |  |

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| From: |  | To: |  | Reason for Leaving: |  |

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| May we contact your previous supervisor for a reference? | YES | NO |  |
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| Company: |  | Phone: |  |
| Address: |  | Supervisor: |  |

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| Job Title: |  | Starting Salary: | $ | Ending Salary: | $ |

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| Responsibilities: |  |

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| From: |  | To: |  | Reason for Leaving: |  |

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| May we contact your previous supervisor for a reference? | YES | NO |  |
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| --- | --- | --- | --- |
| Company: |  | Phone: |  |
| Address: |  | Supervisor: |  |

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| Job Title: |  | Starting Salary: | $ | Ending Salary: | $ |

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| Responsibilities: |  |

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| From: |  | To: |  | Reason for Leaving: |  |

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| May we contact your previous supervisor for a reference? | YES | NO |  |

## Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |  |