

## **Job Title: South King Tool Library Board Director**

### **Purpose and description**

Directors shall share a commitment to our purpose. Shared values will be reciprocal to our purpose and directors will have the ability to share knowledge with the other directors and volunteers to further our mission. Directors may have such other qualifications as the Board may prescribe by amendment to our Bylaws. A Director's job is to fulfill and represent our Mission and Purpose by governance and leading committees to ensure our success.

### **Duties**

- Lead organization through example and engagement
- Engage and reflect our community in the South Sound area
- Run a minimum of one checkout shift per month (training provided)
- Online meetings are at minimum once per month
- Bring in funds, participate in networking and fundraising events
- Manage/oversee staff and contracts
- Timely accomplishment of actionable items and communications

### **Working Environment Expectations**

- Remote work from home and in person at the tool library in Federal Way, WA - an outdoor facility
- Frequency of meetings and checkout shift coverage are once per month, and email communication at least once per week
- Community outreach/engagement at least once per year as a representative of the nonprofit (part networking and part supporting our community)
- Participation in fundraising events for the nonprofit at least every quarter
- Estimated time commitment minimum 10 hours per month, length of term is minimum 2 years

### **Qualifications or Skill Sets**

- Must be at least 18 years old
- Ability to communicate via email in a timely manner
- Ability to coach, train or mentor (leadership skills)
- Competence in making decisions and communicating them
- Being proactive
- *Preferred qualification: A proven track record of success in the nonprofit sector*

[Apply here](#). Inquiries about joining the Board of Directors for SKTL are welcome at [info@southkingtools.org](mailto:info@southkingtools.org)