

South King Tool Library - Federal Way & Auburn

Part-time Tool Library Coordinator

Our Mission:

The South King Tool Library (SKTL) provides access to tools and training in order to help maintain neighborhoods, build community, and reduce unnecessary consumption within households of all forms, including for low-income residents and under-served populations.

Through sharing, training, and empowerment, our purpose is to reduce waste, reduce consumption, and empower folks to make the changes they want to see in the world.

Job Listing:

The Tool Library Coordinator will support general operations for member checkouts, tool inventory, tool maintenance, building and inventory maintenance, recycling, repair, and database updates. We work to invest in our staff and create a culture of growth as well as mindful and intentional employment opportunities.

This position is ideal for students, those in-between careers, or looking for a part-time opportunity in another field. As a small organization, we can customize the roles of our employees to lean into their strengths and develop areas of growth.

This position would start immediately for the right candidate. We will accept resumes in July and interviews will be scheduled for August with a start date no later than Sep 1, 2023 .

The South King Tool Library welcomes all and strives to include as many amazing perspectives as possible. Our organization is committed to a diverse and inclusive workplace and we are an equal opportunity employer. SKTL does not discriminate on the basis of race, national origin, gender, gender identity, sexual orientation, protected veteran status, disability, age, or other legally protected status.

Pay Rate: \$18-20 per hour, based on experience.

Responsibilities:

- Responsible for all weekly tool checkouts and returns.
- Accurately enters data into a web-based inventory management software (ex. My Turn).
- Manages and maintains all inventory including but not limited to: testing tools for functionality, basic tool maintenance, troubleshooting, and coordinating repair as needed.
- Manages and maintains storage areas, on-site and remote.

- Actively works with the BOD, staff, and volunteers to continually improve all aspects of this program.
- Interacts positively with a wide variety of stakeholders (in-person, via phone, email and social media) including active listening, answering questions, receiving feedback, making recommendations, and finding solutions.
- Review, coordinate, and manage SKTL's excess inventory policy (i.e. proper passing of items, repair or reclamation, recycle or disposal of items).

Qualifications:

- Ability to regularly lift and move 50+ lbs of tools and materials within tight spaces.
- Ability to regularly stand and walk for 3 - 4 hours at a time.
- Strong interpersonal and customer service skills.
- Reliable and punctual.
- Familiarity with tools and household maintenance projects.
- Strong written and communication skills.
- Knowledge and familiarity with online database systems and basic computer programs.
- Data entry experience.
- Customer service experience.
- Valid and current Washington State driver's license and reliable transportation.

Schedule:

- Start date no later than Sep 1, 2023 .
- Applications will be reviewed upon receipt and interviews will be scheduled accordingly.
- 20 hours per week during checkouts & volunteer shifts;
 - Monday 9am-2:30pm,
 - Wednesday 12-4:30pm (Nov-Mar) or 2-6:30pm (Apr-Oct),
 - Friday 10am-2:30pm,
 - Saturday 9am-2:30pm
- This position has the potential for additional hours expansion based on the individual and the funding allocations as they fluctuate.

To Apply:

Please email a resume or work experience summary and a personal statement regarding your interest in this position.

Please provide one (1) personal and one (1) professional reference. Please include the reference's name, email, and phone number for us to contact.