

Part-Time Tool Library Coordinator - South King Tool Library

Starting: June/July 2025

Location: **Federal Way** **Auburn**
1700 S 340th St 1101 Outlet Collection Way, Suite 1357
Federal Way, WA 98003 Auburn, WA 98001

Schedule: Up to 30 hours/week.

<u>SKTL Open Hours</u>	<u>Location</u>	<u>Minimum Work Schedule</u>	<u>Hours</u>
Monday 10-2	Federal Way	9:30a - 2:30p	5
Wednesday 4-6	Federal Way	1:30p - 6:30p	5
Thursday 4-7	Auburn	3:00p - 7:00p	4
Saturday 10-2	Federal Way	9:30a - 2:00p	4.5
Saturday 4-7	Auburn	3:00p - 7:00p	4
7.5 hrs/week is allocated for meetings, event support, and other assigned tasks.			

Compensation: \$25/hour

Breaks: 30 minutes unpaid break - if more than five hours in a shift.
10 minutes paid break - if 4 or more hours in a shift
The only pre-scheduled break for this position is on Saturday; between 2pm and 3pm you can take a lunch break and travel to the Auburn location (~15 min drive).

Position Summary

The Tool Library Coordinator is responsible for the frontline service of the library: managing memberships, repairing and lending tools, assisting library patrons, and ensuring the library is operating to the highest standards. *This position is intended to be a long term role, however, we will consider short term candidates on a case by case basis.*

Organizational Context

The South King Tool Library (SKTL) is a 501(c)(3) nonprofit organization. Similar to a traditional library that lends books, a tool library lends tools, equipment, and other related supplies. We strive to be an equitable, community-centric organization; responding to the needs of the communities we serve. We believe that by sharing tools and knowledge, through training and experience, we can empower our community for the better.

Job Responsibilities

Tool Lending (60%)

- **Open and close** the tool library locations.
- Manage weekly **checkouts, returns, and reservations** across both locations.
- **Communicate** respectfully and kindly with tool library patrons, including answering phone calls, responding to emails, and conversing in person.
- **Assist patrons** during open hours by actively listening, asking/answering questions, and problem solving together.
- Keep tool library software (**MyTurn**) updated with memberships, inventory, and transactions. *MyTurn training will be provided.*
- **Clean and maintain tools** upon check-in. **Prepare tools** prior to check-out.

- Manage **overdue items** in collaboration with other staff members.
- Respond to emails about tool donations, membership, reservations, renewals, and overdue tools.

Inventory and Shop Management (30%)

- **Test tools** for functionality.
- Manage the **repair** of equipment, power tools, and hand tools. Support repair volunteers.
- Coordinate the removal of **excess inventory** and **unrepairable items** based on SKTL's policies, choosing the most beneficial option available.
- Maintain an **organized and functional** shared workspace that is **safe** for patrons, staff, and volunteers to navigate.
- **Improve the efficiency** of organizational structures as the opportunity arises.
- Develop an **understanding of the inventory** to identify gaps in the collection and to better assist patrons.

General (10%)

- Staff events and assist in **event preparation**.
- **Attend meetings** on a regular basis.
- **Expand your knowledge** of tools, community building, non-profit management, and circular/sharing economy.
- **Advocate** for SKTL's core values: sharing resources, reducing consumption, empowering the community, and providing education.

REQUIRED Qualifications

You MUST be able to...

- act safely at all times.
- work without close supervision and manage multiple deadlines.
- communicate professionally and effectively, while utilizing active listening skills.
- demonstrate patience and determination.
- collaborate with a variety of staff and volunteers.
- self-organize your work day based on priorities, available resources, and time.
- work on multiple projects and tasks with interruptions.
- be punctual and reliable.
- perform physical activities including lifting up to 30 lbs, bending, climbing ladders, reaching high and low, and standing/walking for several hours at a time. *Reasonable accommodations CAN be made.*
- perform basic computer functions, including the use of G-mail and Google Docs, Sheets, and Forms.
 - Knowledge of Wix, Canva, Slack, MyTurn, and social media platforms is preferred, but not required.

DESIRED Qualifications

It's helpful if you have experience...

- working with tools, especially power tools.
- working with the public (customer service, retail, education, etc.).
- designing and building with wood, metal, fabric, or mixed media.
- in one or more of the following: fabrication, automotive repair, carpentry, machinery, electronics, metal working, gardening, yard work, home repair, or similar fields.

It's a bonus if you...

- are fluent in or familiar with more than one language, especially Spanish or Korean.
- are enthusiastic about DIY projects.
- are familiar with tool libraries, non profits, or grants.
- enjoy working with the public.

Join the South King Tool Library as a Part-Time Coordinator!

Help empower our community by managing tool lending, assisting patrons, and maintaining our inventory at two locations in Federal Way and Auburn. This flexible role (up to 30 hours/week, \$25/hour) is perfect for someone who enjoys working with tools and people, is organized and reliable, and wants to make a real difference through sharing resources and knowledge.

No advanced tool experience required—just a positive attitude and a passion for community! Apply now and help us build a stronger, more sustainable South King County.