

Programs Coordinator - South King Tool Library

Starting: June/July 2025

Location:	Federal Way 1700 S 340th St Federal Way, WA 98003	Auburn 1101 Outlet Collection Way, Suite 1357 Auburn, WA 98001
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Schedule: 20-30 hours/week, **Saturday availability required**

Compensation: \$25/hour

Position Summary

The Programs Coordinator is responsible for the planning, preparation, facilitation, and evaluation of regular programming and special events. This includes managing event logistics and compliance; coordinating with staff, volunteers, vendors, and partners; providing on-site support; and soliciting and evaluating feedback. The Coordinator will also assist with volunteer management by maintaining a positive and supportive culture, responding to volunteer inquiries, and planning appreciation activities. *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

Event Management (70%)

- **Plan and prepare for** a variety of events, including classes/workshops, community engagement activities, and appreciation events. SKTL's previous programs have addressed waste reduction, repair and maintenance, crafting and DIY, and environmental stewardship. Some events will be driven by grant and contract requirements.
- **Coordinate with all involved parties**, which may include vendors, government entities, staff, volunteers, committees and boards, community members, and other stakeholders.
- Coordinate with and recruit (when needed) **workshop instructors and event partners**.
- Help develop, format, and distribute **event materials and resources**.
- Manage event **promotion and marketing, registration, and participant inquiries**.
- **Modify event plans** in response to new information.
- Provide on-site **set-up and support**. Assist with take down as needed.
- **Measure the performance of programs** and make adjustments to optimize results and engagement.
- Operate within applicable **legal guidelines and regulations**: completing necessary forms, documenting event statistics for grant reports, and following all requirements.

Assist with Volunteer Management (20%)

- Help provide initial **onboarding** and orientation of volunteers, help coordinate role-specific training, and help document volunteer participation.
- **Maintain a positive culture** of volunteer engagement, support, and appreciation. Plan and implement **volunteer appreciation** activities.
- **Respond** to volunteer inquiries in person, over the phone, and via email.

General (10%)

- **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 have experience planning events and managing multiple projects.

You MUST be able to...

- act safely at all times.
- work without close supervision.
- organize and facilitate a wide range of activities that are responsive to community needs and interests.
- collaborate and communicate effectively with a diverse range of stakeholders.
- self-organize your work day based on priorities, available resources, and time.
- work on multiple tasks with interruptions and manage multiple deadlines.
- 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.*

DESIRED Qualifications

It's helpful if you have experience...

- working with the public, especially in community outreach or education.
- designing curriculum and other educational materials.
- in marketing, communications, or graphic design.
- managing volunteers.
- working with tools, especially power tools.
- managing contracts and/or grants (or working within contract/grant requirements)

It's a bonus if you...

- are fluent in or familiar with more than one language, especially Spanish or Korean.
- enjoy educating and learning.
- are willing to teach a class/workshop on your own expertise(s).

An ideal candidate would...

- Be someone that is looking to make a difference.
- Be passionate about waste reduction, community engagement, and the environmental impacts our organization can have on our community and the world.
- Engage actively with the community in South King County, and the larger region.
- See the benefit in learning and adapting models, operations, and inspiration based on the experiences of similar communities and organizations.
- Have a curiosity and creativity to work toward big picture goals like changes through community engagement.

Join the South King Tool Library as a part-time Programs Coordinator in Federal Way or Auburn—help plan and run community workshops, support volunteers, and make a real impact in a nonprofit that empowers people through tool-sharing and education. Flexible, 20-30 hours/week with Saturday availability and \$25/hour pay. If you're organized, passionate about sustainability, and love working with people, we want you!