

TOOLBOX PROJECT

SHARE | BUILD | TRANSFORM

LIBRARY SERVICES COORDINATOR

THE TOOLBOX PROJECT

The ToolBox Project shares construction, home repair and maintenance, and garden tools with our community. Our goal is to help individuals, families, and neighborhoods thrive by creating a space and service so we can share, build, and grow together.

The ToolBox Project Library serves the Eugene-Springfield area by providing members with free or low-cost access to building, maintenance, repair and garden tools to transform their homes, businesses, and neighborhoods. Our annual membership fees are sliding scale. We are open Tuesday and Thursday afternoons/evenings and Saturdays 9 AM - Noon at 2235 Adams Street in Eugene.

THE LIBRARY SERVICES COORDINATOR

The Library Services Coordinator oversees the operations of the ToolBox Project Library. This position performs a range of specialized tasks requiring a high level of professionalism, team and community building, and customer service skills. The Library Services Coordinator monitors and oversees daily operations and participates in the development of ToolBox Project Library operating policies and procedures, systems to maintain records, and stock quality standards.

DUTIES:

- Recruits, hires, supervises, trains and coaches volunteers and/or interns. Provides training, instruction, liaison services and/or consultation to customers, staff, Board members, or community partners as needed. Willing to and good at continuing to learn new information and skills.
- Oversees, coordinates, and/or performs complex integrated activities to ensure operations of the Library, including recordkeeping of any donations, membership dues, tool fees, sales, or other financial transactions that may occur during the course of a Library shift. Responsible for depositing funds consistently and producing any reports required for compliance.
- Plans, organizes, and implements the provision of services in collaboration with TBP Committee and Board Members.
- Monitors and oversees daily operations. Maintain records, equipment inventories, compliance activities, and collection usage statistics.
- Coordinates with our landlord to oversee building and site security and facilities management.
- Reviews, evaluates, analyzes, and makes recommendations for service improvements and implementation.
- Creates or participates in the development and implementation of policies and procedures.
- Implements and maintains service quality and productivity standards.
- Responsible for project management related to the Library; develops and establishes deadlines, goals, objectives, workflow, and operational procedures.

- Responsible for complex problem-solving by working with community partners within and outside the Library.
- Performs miscellaneous job-related duties as assigned.

IDEAL QUALIFICATIONS:

- Maintain regular and consistent attendance and perform work without direct supervision.
- Ability to recruit, supervise and train volunteers and interns, to include organizing, prioritizing, and scheduling work assignments.
- Ability to assess objectives and operational requirements and to develop and implement suitable operational policies and/or procedures.
- Skill in organizing resources and establishing priorities.
- Ability to plan, organize and oversee the operations of the Library.
- Ability to create, compose, and edit written materials.
- An awareness of and willingness to learn ToolBox Project Library principles, practices, and terminology.
- Ability to make complex operating and procedural decisions.
- Project management skills and the ability to resolve complex problems and issues.
- Maintains professional knowledge base and skills through continued education and/or research.
- Broad knowledge of common hand and power tools, with an ability to safely operate and demonstrate their use.
- Experience with website editing tools, such as Weebly or WordPress, and familiarity with social media, for working enthusiastically with a team to represent our organization to the community.
- Ability to communicate using online collaboration tools, including Slack, Google Suite, and others.
- Ability to generate reports from online tools, including MyTurn, Square, and others. Ability to analyze, collaborate, and communicate report results with a team.
- Operate standard office equipment and regularly lift, move, or transfer small hand and power tools from one place to another as needed. Physical ability to perform the essential job functions with or without a reasonable accommodation is required.

EXPERIENCE & EDUCATION:

The successful candidate will likely have coursework or experience in lending library processes or a trade or trades, and a high school diploma or equivalent. They will likely have at least 1 year of experience with a non-profit agency, lending library, social services provider, or in a trade or trades. Experience in implementing and administering programs or projects, training and/or supervision, and a solid track record of teamwork and quality customer service is ideal. The successful candidate must have strong writing and communication skills.

COMPENSATION:

The pay range for this position will be **\$20.00 - \$22.00 per hour** to start. This position will work **20 hours a week**, but may be required to work additional hours as needed and will be eligible for overtime over 40 hours in a work week. There are no benefits packages at this time.

TO APPLY:

Please submit a Resume, Cover Letter that details why you are interested in this position and how your experience will translate to the work of the Library Services Coordinator, and three references to hr@toolboxproject.org. Applications will be reviewed for relevant experience, education, and training.

Studies have shown that women and people of color are less likely to apply for jobs if they don't meet every one of the qualifications listed. We are interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. If you meet key qualifications for the job, and believe you would be the best fit, we would encourage you to apply.

Please use your cover letter to explain how you will accomplish parts of the job for which you have less experience. If you are unsure whether you meet the qualifications of this position, please feel free to contact us at hr@eugenetoolboxproject.org.