



## Tool Shed Tech Position

### Summary of Position:

This program's mission is to provide accessibility to tools to any resident, business, or organization in the Greater Rochester Area, for a small annual fee (\$25 per year for the basic level). Tools are expensive and shouldn't be an obstacle to anyone wanting to do repairs on their home, business, or in their community.

Many people do not purchase tools because either they cannot afford them or simply do not wish to pay for something they will use once, maybe twice, in their lifetime. This program removes both of those hurdles, giving access to tools to those who need and want it. Community groups looking to engage in Clean Sweeps, neighborhood beautification projects and the like, need look no further than SEAC's Tool Shed to assist with their needs. Low-income homeowners wanting to complete repairs on their home should be able to do so without tool cost barriers holding them back. Independent contractors looking to earn income and hone their skills should not miss out because they can't afford all the tools for the job.

Tool Shed Tech report to the SEAC's Tool Shed Coordinator and the Executive Director of SEAC.

### Tasks:

- Maintaining a 2–4-hour shift at SEAC's Tool Shed
  - Hours of operation: Tuesday through Friday, 3pm to 7pm. Saturday, 10am-2pm.
- Opportunities to volunteer on the Tool Shed's Mobile Unit (T.S.M.U.) when the program launches
- Signing people up for memberships
- Providing great service and expertise to customers
- Answering questions posed by members and potential members
- Checking tools in and out for members
- Collecting membership dues/late fees
- Contacting members about overdue tools
- Accepting tool donations, cleaning donations, and entering them into inventory database
- Maintaining tool waitlist
- Selling merchandise and gift memberships
- Maintaining Tool Shed space

- Maintaining a culture that reflects SEAC's mission and values.
- Be an ambassador for SEAC's mission and the Tool Shed program

### **Qualifications & Requirements**

- Positive attitude and wanting to make a difference in the community
- Sense of humor
- High level of organization and attention to detail
- Critical thinking skills
- Open, constructive communication
- Reliable and self-motivated, able to work independently without onsite supervision
- Comfortable with computer software and platforms. Programs SEAC utilizes:
  - Gmail
  - Google Drive
  - Slack
  - Microsoft Office (Word and Excel mostly)
  - MyTurn (online database). *We will train on this program*
- Ability to maintain and organize a large inventory and online catalogue of tools.
- Ability to lift and carry around tools of various weights safely
- Basic knowledge of tools with a desire to learn more (strong knowledge of tools and basic home repair or experience in carpentry/construction trades preferred but not required)
- Capable of assessing tools conditions and perform basic tool maintenance tasks preferred but not required