

Houston Community ToolBank Program Coordinator Position Description

The Houston Community ToolBank is a 501c3 nonprofit tool lending program that provides fellow not-for-profit organizations with year-round access to an inventory of tools to support all aspects of nonprofit mission-focused activities and operations. We provide tools to enhance the charitable sector's capacity to serve, facilitating hands-on volunteerism in the greater Houston area.

The Houston ToolBank maintains a 9,000 sq. ft. warehouse in East Houston and an inventory of more than 300 different types of tools and equipment in volumes large enough to equip thousands of volunteers at a time. Access to ToolBank tools eliminates the need for agencies to incur the expense of purchasing, repairing, and storing tools, reducing the costs associated with service projects and allowing these agencies to focus more of their resources on their mission.

In addition to the Tool Lending Program, the ToolBank operates a Tool Training Program, Tool School. Launched fall 2023, is conducted in partnership with local schools, workforce development programs, and more and aims to equip participants with the knowledge and confidence to safely and properly wield hand and power tools in a hands-on learning environment. Tool School is one of the ways that the Houston ToolBank can help to bridge gaps with students readying themselves for life after high school and can provide life skills training to individuals with intellectual or developmental disabilities (I/DD) in service of helping to develop independence and confidence.

Scope of Duties:

The Program Coordinator will provide critical support for the implementation of the ToolBank's Builds and Tool School training program. In this capacity, the Program Coordinator will lead tool training sessions and build projects and will complete or lead all woodcutting required. The position is based out of our warehouse at 1215 Gazin St., Houston, TX 77020. This position is a contract position and scheduling will depend on the training schedule.

Term: 20 hours per week, depending on warehouse and training needs

Salary: \$17.00 per hour, contract position

Target Start Date: May 1, 2024

Responsibilities:

- Safely complete all woodcutting required of the ToolBank's special programs
- Support the development and improvement of build projects
- Support the development and improvement of the Tool School training program
- Lead volunteer groups to complete build projects by providing clear instruction, hands-on guidance, and encouragement both at the warehouse and offsite
- Lead training sessions by providing clear instruction, hands-on guidance, and encouragement both at the warehouse and offsite
- Collaborate and communicate effectively with program directors to understand program timelines, schedules, and parameters
- Maintain accurate records of training attendance and ensure all trainees and volunteers have the appropriate waivers on file before handling any ToolBank tools
- Keep track of lumber and other material inventory and communicate the appropriate needs for purchasing
- Support ToolBank projects both at the warehouse and offsite
- Support the ToolBank's tool repair and maintenance needs
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- Provide exceptional customer service and address customer concerns
- Ability to work in a physically demanding environment
- Ability to function calmly in a multi-tasking environment
- Support all warehouse and operational tasks, as needed, including use of the ToolBank's ordering system to support Tool Lending Program needs
- Foster a welcoming and inclusive environment and a sense of community for volunteers, trainees, and customers
- Maintain good professional work habits including reporting to work on time and adhering to standard work policy and safety procedures.

Job Requirements (Minimum):

- 21 years of age or older
- Authorized to work in the United States
- Valid Driver License and reliable form of transportation for travel to project sites and training locations
- Must be able to speak and read English
- Must have knowledge of state driving laws
- Must consent to background and driving record check
- Must have clean driving record
- Proficiency in basic computer applications (e.g. Microsoft Office Suite, Google Docs)
- Ability to work independently as well as part of a team with a collaborative attitude
- Flexibility to work occasional evenings and weekends as needed for training sessions or special projects
- ADDED SKILL SETS A PLUS: Previous CDL, Woodcutting or Carpentry Experience, Training Experience, Military Veteran, Spanish Speaker

Physical Requirements:

- Must be able to lift a maximum of 50 lbs during an 8-hour work shift
- Must be able to walk, climb stairs, reach overhead, squat, bend, kneel, stoop and crouch repeatedly during an 8-hour work shift

The above statements are not intended to encompass all functions and qualifications of the position. Rather, they are intended to provide a general framework of the requirements of the position. To apply, please email resume to Marly Maskill at marly.maskill@toolbank.org. Email Marly with any questions regarding the position.