



Lakewood Tool Box Coordinator Position Description

LakewoodAlive is a nonprofit, economic and community development corporation whose mission is to foster and sustain vibrant neighborhoods in the city of Lakewood.

The organization administers a city-wide Housing Outreach Program that works with residents to sustain our historic housing stock while connecting residents to financial and educational resources coupled with volunteer projects. Additionally, LakewoodAlive oversees a commercial development program with large scale events, a merchant association, design improvements and historic preservation efforts while also supporting commercial activities throughout. The organization is volunteer-driven with a dedicated and high performing staff. Learn more at www.lakewoodalive.org.

Reports to: Housing Outreach and Internal Operations Director

Summary of Position:

The Lakewood Tool Box Coordinator will be responsible for the day-to-day operations of the Lakewood Tool Box, a tool lending library that will offer community members an affordable and educational option for borrowing tools. Based out of a refurbished shipping container on the Screw Factory campus in Birdtown, the Lakewood Tool Box is a program that will provide home improvement and repair tools for members of the community. The Lakewood Tool Box will operate as a program that offers home maintenance instructional opportunities, fosters friendships through project collaboration and builds community.

This position is a 15 hour-per-week position, three days per week during pre-established times during the warmer months (Tuesdays, Thursdays, Saturdays). During the off season, this position will work to support the Housing Outreach program as needed.

Principal Responsibilities:

- Provide tools, equipment, instructional manuals and a basic demonstration regarding home maintenance and repairs to customers of the Lakewood Tool Box.
- Order, maintain and repair tools and equipment; coordinator will receive OSHA training.
- Interact with customers and provide them with excellent customer service
- Track inventory and execute payments/returns
- Performs related work as assigned
- Some assistance with volunteer coordination may be required

Qualifications:

- High School Diploma or Equivalent
- Sound working knowledge of home maintenance and repair as well as the tools and equipment used in the building trades
- Tool safety background preferred
- Excellent verbal communication skills
- Ability to interact with the public and help educate residents about tool use
- Must be well-organized, self-motivated, able to work independently, collaboratively, creatively and proactively
- High energy, outgoing, team player, and a passion for LakewoodAlive's mission
- Basic computer skills
- Ability to work a flexible schedule including evenings and weekends
- Ability to work in both an indoor and outdoor environment during the spring and summer months
- High level interpersonal skills, including tact and diplomacy
- Must be able to lift up to 50 lbs



Compensation: Hourly rate \$12 per hour / paid sick, vacation, and holidays / 403B Retirement Account

Please send resume and a cover letter no later than 5:00 p.m. March 14, 2019:

Ian Andrews
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