

## Rebuilding Together Central Ohio

### **Position Summary:**

#### **Tool Library Clerk**

Hours: 76 hours, bi-weekly

#### **Reports to: Executive Director**

The Tool Library Clerk works in a staff/volunteer team driven environment to assist with loans, administration, inventory, materials, equipment and supplies for Rebuilding Together Central Ohio, a non-profit home repair/modification program and tool lending library. This includes responsibility for maintaining the library databases and records, and reporting. Works with a variety of populations including older adults and disabled homeowners, Tool Library members, nonprofit peers, volunteers, sponsors and donors.

### **Responsibilities:**

- Provide consistent communication link for community and membership by means of phone and email during regular business hours
- Handle incidental/impromptu needs concerning homeowner and community request for information or materials
- Prepares and distributes overdue notices and invoicing
- Provide staff support for committees as assigned
- Maintain Tool Library files
  - Warehouse Inventory
  - Committee notes and communications as assigned
  - Historic files, build and maintain
  - Office Supplies purchases and records
- Administrative tasks such as database management, photocopying, faxing, mailings, etc. as needed.
- Other special projects as assigned.

### **MINIMUM JOB REQUIREMENTS/SKILLS:**

- Relevant work experience OR Bachelor's degree and experience in providing home repairs, warehouse management or related area
- Ability to work with diverse clientele, creating friendly, helpful atmosphere
- Good organizational skills, ability to work on multiple tasks in a growing and changing environment, with flexibility/adaptability
- Good written and oral communications skills
- Must be detail-oriented and organized
- Clear conviction record
- Experience managing or working with volunteers helpful

### **COMPUTER/TECHNOLOGY SKILLS/EQUIPMENT/SOFTWARE SKILLS:**

- The following is the common technology used in this position and is not all inclusive:
  - Microsoft Suite: Word, Excel and Access
  - Inventory/Barcoding software

**TRAVEL REQUIREMENTS:**

- Driver license and personal vehicle
- Acceptable driving record
- Ability to safely drive program's box and pick-up trucks

**PHYSICAL DEMANDS:**

Nature of work requires an ability to effectively communicate and exchange information, collect, compile and prepare work documents operating standard business office equipment. Occasional travel by automobile is required for position responsibilities and/or training. Manual dexterity and physical ability to perform tasks (i.e. repeated lifting up to 50 pounds, continual standing, reaching, bending, and walking).

**WORK ENVIRONMENT:**

Majority of the work performed in a general warehouse environment. Requires availability for extended or nontraditional hours as needed to perform job duties. Requires periodic participation and attendance at related program events and training.