



The Vancouver Tool Library is seeking a Volunteer Coordinator to join our Board of Directors

The Vancouver Tool Library (VTL) is a cooperative tool lending library at 3448 Commercial Street. We are a community resource that provides citizens access to workshops and an extensive inventory of power and hand tools so that they can maintain their homes, tend their yards and gardens, fix their bicycles, build furniture, and start projects with their neighbours. More information is available on our website, at www.vancouvertoollibrary.com

Commitment: This is a volunteer position requiring approximately 20 hours/ month

Volunteer Coordinator Roles and Responsibilities

We are a 100% volunteer powered organization, and the Volunteer Coordinator plays an essential role in ensuring our shop is staffed on a day-to-day basis and in facilitating the development of a volunteer environment that is educational, rewarding, and fun! Specific duties include:

- Work two shop shifts per month
- Recruit, train, and schedule shop volunteers
- Facilitate shop volunteers' skills development through the tiered Volunteer Mentorship Program
- With other board members, recruit committee volunteers
- Develop volunteer training materials, as necessary
- Organize get togethers and learning projects for volunteers
- Ensure front-of-house equipment (computer, cash register, etc) are running smoothly

Qualifications of the applicant

- Highly organized, with excellent time management
- Interest in working in a non-profit environment
- Interest in facilitating the growth and development of a diversity of volunteers
- Strong inter-personal skills, enjoy working closely with other volunteers
- Experience in a volunteer environment preferred

Benefits and Recognition

Directors are highly valued members of our organization who work together to ensure the smooth operation and ongoing growth of the VTL. As the Volunteer Coordinator, you will:

- Gain professional experience in a leadership role,
- Have the opportunity to gain skills, knowledge, and confidence about tool use,
- Grow your personal network by meeting and working with new people in the community,
- Feel personal satisfaction from contributing to the successful development of an exciting, new non-profit community organization,
- Be provided, upon request, a letter of recommendation or a letter of service recognition depending on volunteer preference.

To apply for this position, please send your resume and a statement of interest to president@vancouvertoollibrary.com. We look forward to hearing from you!