



**The Vancouver Tool Library is currently seeking a Shop Manager to join our team.**

### **About The VTL**

The Vancouver Tool Library (VTL) is a cooperative tool lending library at 3448 Commercial Street. We are motivated by a vision of our community empowered by the tools and skills needed to transform their homes and communities into vibrant spaces that reflect a commitment to sustainability. To get there, we are creating a community resource that will reduce the costs of improving and greening the places in which we live, work, and play. More information is available on our website, at [www.vancouvertoollibrary.com](http://www.vancouvertoollibrary.com)

### **Commitment**

This is a contract position and pays \$800/Month

### **Shop Managers Roles and Responsibilities**

- Work three shop shifts a week at the Vancouver Tool Library's location, this includes two weekdays shifts (4-8 PM) and one weekend shift (10AM-3PM)
- Tend to the shop to ensure it is clean, safe, organized and welcoming for members
- Greet and enroll new members into the Tool Library
- Check in and out tools to members
- Ensure all tools are brought back safe and in good working conditions
- Schedule and train volunteers
- Attend monthly or bi-monthly volunteer committee meetings
- Receive and inventory tools

### **Qualifications of the applicant**

- Interest in working in a non-profit environment
- Experience working with volunteers
- Professional communicator
- Experience in a tool/trades related field is essential
- Knowledge of how to fix and maintain tools and equipment preferred
- At least 6 months experience in a supervisory role in a retail environment preferred

### **Benefits**

- Grow your personal network by meeting and working with a great Board and Volunteer group
- Learn and gain professional experience in a leadership role
- Opportunity to learn about tools and gain the skills needed to use them
- Personal satisfaction of contributing to a non-profit community organization

**To apply for this position, please send your resume and a statement of interest to [president@vancouvertoollibrary.com](mailto:president@vancouvertoollibrary.com) by September 1<sup>st</sup>, 2012.**

**We look forward to hearing from you!**