

Position Description

Updated 4.17.26

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Job Title: Tool Shed Associate Member

Classification: Full-Time (40 hours per week) | Seasonal Position (April-October)

Compensation & Benefits: \$17.00 per hour + paid time off

JOB DUTIES

- Assist and coordinate with the Tool Shed Manager.
- Communicate with community members in person, by phone, and by email.
- Check tools in and out using the computer system and forms.
- Prepare tools and equipment for distribution.
- Maintain and repair tools and lawn equipment.
- Transport large mowing and yard equipment, including loading and off-loading.
- The Tool Shed Manager or the Executive Director may assign other duties.

QUALIFICATIONS:

- Ability to lift equipment up to 50 pounds.
- Valid driver's license or the ability to obtain one.
- Comfortable communicating in-person, on the phone, and via email.
- Ability to positively interact with other employees and the public
- Ability to work independently and with a team.
- Ability to accurately fill out forms.

EXPERIENCE AND SKILLS:

- Computer experience preferred.
- Experience servicing or repairing mechanical equipment, small engines, and small tools is preferred. Willingness to learn these skills.
- Experience operating lawn and garden equipment preferred.
- Ability to drive a pick-up truck with a trailer preferred.