



## **Volunteer Position Description**

**Position Name:** Warehouse Aide

**Location:** Atlanta Community ToolBank Warehouse, 410 Englewood Ave SE, Atlanta, GA 30315

**Length of Term:** 3 months, followed by performance based review for an additional term

**Time Commitment:** 1-2, four-hour shifts weekly (Open Monday-Friday, 8:00am-5:00pm)

**Reports to:** Carole Honeycutt, Coordinator of Program Activities

### **Purpose of Position:**

To assist the Atlanta Community ToolBank with general support through maintenance and organization of the warehouse and tool inventory.

### **Key Responsibilities:**

- Put tools away from incoming orders/pull tools for outgoing orders
- Provide occasional basic tool maintenance (string weed trimmers, change utility knife blades etc.)
- Maintain clear aisle ways
- Inspect inventory and remove tools in need of repair/branding
- Tend to battery charging station
- Perform any other warehouse related tasks as requested by ToolBank staff

### **Qualifications:**

- Attention to detail
- Organizational skills
- Ability to lift 25 pounds
- Willing to get dirty

### **Miscellaneous**

- Must understand and commit to the Atlanta Community ToolBank Mission, Vision and Value Statements
- Willingness to work in a space that is not temperature controlled
- Instruction and guidance will be available as needed
- Closed toe shoes & clothes that can get dirty are required

### **Compensation & Benefits**

- This position is a volunteer position