



LENDING PROGRAM SPECIALIST Job Description

Organizational Background:

The Atlanta ToolBank serves community-based organizations by providing tools, equipment and expertise to empower their most ambitious goals. By using ToolBank tools, nonprofits avoid the expense of purchasing, repairing, and storing tools.

The Atlanta ToolBank maintains a 27,000 sq. ft. warehouse in Chosewood Park. Our inventory is comprised of more than 290 different types of tools and over 46,000 individual tools in inventory. With this number of tools, your local ToolBank can help member agencies equip projects ranging from a few volunteers to thousands of volunteers.

The Atlanta ToolBank is a proud affiliate of the ToolBank USA Network, and is independently operated, governed by a local board of directors, and relies solely on local funding to fulfill its mission.

Purpose of Position:

The Atlanta ToolBank Lending Program Specialist will support the tool lending program including processing tool orders and interacting with member agencies (clients), maintain lending inventory including repairs and maintenance, and keeping a clean and organized warehouse. Support the daily operations of all ToolBank programs as necessary. This position reports to the Volunteer & Warehouse Manager (VWM).

Responsibilities:

Tool Lending Program

- ◆ Pull tool orders and stage in an orderly fashion prior to a member agency's arrival
- ◆ Provide Consumable Product Supplies (CPS) to member agencies as needed
- ◆ Assist agencies with loading tools in vehicles
- ◆ Assist with unloading tools and processing tool returns
- ◆ Prepare returned tools for going back out into the field by charging batteries, laundering items, etc.
- ◆ Restock returned tools into inventory and ensure all tools are clean and stored neatly
- ◆ Maintain tool inventory through accuracy of tool counts, tool storage, minor tool repairs and tool branding

In-kind Donations

- ◆ Process tool and materials donations as directed by the VWM
- ◆ Assist VWM with in-kind donation pickups

Warehouse Operations

- ◆ Maintain cleanliness, safety, and professional appearance of entire warehouse area
- ◆ Work collaboratively with other ToolBank staff for effective service delivery and building maintenance
- ◆ Complete weekly warehouse tasks and maintenance as scheduled by the VWM

Special Projects

- ◆ Special Projects as assigned to include, but not limited to
 - Assist with leading warehouse volunteer groups as directed by the VWM
 - Occasionally support Facility & Training Center Manager with basic facility maintenance projects and tool trainings
 - Participate in agency fundraisers and special events

Qualifications:

- ◆ High School Diploma or GED required
- ◆ Must use the online ToolBank tool tracking system and Salesforce (training provided)
- ◆ Must be willing to work in unconditioned spaces with exposure to dust, fumes, and moving machinery up to 100% of the time
- ◆ Ability to lift 50 pounds

Competencies/Skills:

- ◆ Must understand and commit to the Atlanta ToolBank Mission, Vision and Value Statements
- ◆ Knowledge of tools and tool maintenance is desired, but not required
- ◆ Capability to work efficiently during busy times of the year and be a self-starter during slower times
- ◆ Must use the online ToolBank tool tracking system and Salesforce (training provided)
- ◆ Attention to details and accuracy
- ◆ Ability to interact with member agencies, staff, volunteers, board members, and other visitors in a friendly, courteous and professional manner

Compensation & Benefits:

- ◆ This position is at an hourly rate and is full time at 40 hours (8am-5pm Monday-Friday)
 - Employee may occasionally be asked with notice to adjust regular hours to work evenings and/or Saturday
- ◆ Health insurance stipend or reimbursement
- ◆ Additional time off at end of year when the ToolBank is closed for the holidays
- ◆ Monthly stipend for mobile phone use

To apply, send your completed application and resume (optional) to Atlanta@toolbank.org. Click [HERE](#) for the application or visit www.atlantatoolbank.org. No phone calls please.