



**South East Area Coalition
SEAC Tool Shed Coordinator**

Mission Statement

SEAC promotes quality of life within the Rochester's south east area by connecting individuals and community partners to essential resources.

Organization Description

The South East Area Coalition, Inc. is a Neighborhood Preservation Company that facilitates community and economic development in southeast Rochester. We help the citizens who live and work in southeast Rochester to accomplish goals and initiatives for their neighborhoods and businesses. We support existing neighborhood and merchant associations, as well as help to organize citizens into groups to generate sought-after results.

Job Description

The South East Area Coalition is looking for an individual living in SEAC's service area with a strong passion for non-profit work and the desire to strengthen the agency's mission and programs within its Four Pillars of Focus: Poverty, Neighborhoods/Communities, Children, Local Businesses.

The position consists of a 20-hour week schedule although some additionally hours may be required due to events and meetings. The Tool Shed Coordinator will be responsible for overseeing SEAC's Tool Shed program, its volunteers, and the day-to-day operations.

The Tool Shed Coordinator reports to the Executive Director.

Our ideal candidate has experience with and is knowledgeable about tools, customer service, and Microsoft Office and some supervisory skills.

The scheduled hours are:

- **Tuesday**- 3pm-7pm
- **Wednesday**- 3pm-7pm
- **Friday**- 3pm-7pm
- **Saturday**- 10am-2pm
- The position has another floating four hours that the Tool Shed Coordinator can use at their discretion to do other work, emails, and projects at the Tool Shed location throughout the week.

SEAC Tool Shed Coordinator Responsibilities

- Attend ad hoc Tool Shed Committee meetings
- Actively participate in and solicit support for SEACs various projects, programs, and initiatives
- Advocate SEAC's Mission
- Oversee day-to-day operations of Tool Shed program including scheduling
- Assist Executive Director with Tool Shed annual budget and membership/donation growth
- Handle store front responsibilities if volunteers aren't present
- Assist Executive Director in supervising Tool Shed Techs (volunteers)
- Assist Fundraising Coordinator with grant applications for Tool Shed funding
- Any other assigned duty

SEAC Tool Shed Coordinator Qualifications and Skills

- Friendly and personable. Ability to work collaboratively with a sense of humor
- Demonstrate flexibility and creativity when faced with challenges
- Demonstrate willingness to gain additional knowledge in relation to SEAC, its programs, and community partners
- Flexibility/comfortability working with a diverse group of individuals, personalities, community partners, and associations in a variety of environments
- Strong verbal and written communications
- Computer knowledge including, but not limited to Microsoft Word, Power Point, and Excel
- High degree of accuracy and attention to detail
- Responsible for MyTurn oversight and management

Qualifications & Requirements

- Positive attitude and wanting to make a difference in the community
- Sense of humor
- High level of organization and attention to detail
- Critical thinking skills
- Open, constructive communication
- Reliable and self-motivated, able to work independently without onsite supervision
- Comfortable with computer software and platforms. Programs SEAC utilizes:
 - Gmail, Google Drive, Slack, Microsoft Office, and MyTurn (online database). *We will train on this program*
- Ability to maintain and organize a large inventory and online catalogue of tools.
- Basic knowledge of tools with a desire to learn more (strong knowledge of tools and basic home repair or experience in carpentry/construction trades preferred but not required)
- Capable of assessing tools conditions and perform basic tool maintenance tasks preferred but not required
- Ability to perform moderate physical tasks regularly, and lift in excess of 40 lbs.

Education and Experience Requirements

- High school diploma or equivalent
- Customer service experience
- Supervisory experience preferred

Job Type: Part time- 20 hours per week

Salary: \$15.00/hr

Date Job Posted: XX/XX/2021

Please send resume to: careers@seacrochester.org