



JOB DESCRIPTION

Position Title: AmeriCorps VISTA Summer Associate
Status: Temporary Summer Position volunteer (with monthly living allowance and other benefits), starting June 3rd
Supervised by: Jeremy Lawson, Program and Operations Manager

Job Summary: The Cincinnati Community ToolBank is seeking a driven individual to help build the capacity of its Tool Lending program. The ToolBank serves community-based organizations by providing tools, equipment & expertise to empower their most ambitious goals. The Summer VISTA Associate will lend a hand to the ToolBank's nonprofit partners by completing a variety of tasks though out the busy summer months. Summer Associates are allocated a monthly living allowance as well as the choice between: Education Award of \$1,289.95 or cash stipend of \$345 at the end of their service.

Essential Functions:

- Coordinate and organize tool orders for members
- Processing outgoing and returned orders
- Monitoring conditions of the warehouse and tool inventory
- Assisting with making necessary repairs to inventory
- Help with ToolBank's annual "Banking on Our Community" volunteer day and fundraiser

Skills and Specialized Knowledge:

- Positive and polite interactions with member agencies and visitors
- Communicate with internal staff on schedule and warehouse needs
- Ability to work as a team to fulfill the ToolBank's mission
- Must be computer literate and have the ability to learn POS software
- Work flexibility, including occasional evenings and weekends (flex time available)
- Ideal candidates should have an interest in working for a not-for-profit organization

Job Requirements:

- Must be 18 years or older
- Have a valid driver's license with satisfactory driving record
- Desired education level: High School Diploma or GED Equivalent

Please send resume to Jeremy at Jeremy.Lawson@ToolBank.Org with the subject line "AmeriCorps VISTA Summer Associate Application". If you have questions about this position, please call 513-246-0015.