

# West Slope Foundation (WSF)

## Disaster Preparedness, Response, Recovery and Mitigation Program

**Job Title:** Tool Shed Coordinator

**Job Code:** TBD Based on Experience

**Department/ Program:** Recovery/Individual Assistance

**Pay Grade:** TBD Based on Experience

**Reports to:** Executive Director and Development/Outreach Director

### Summary

Contributes to the efficient and productive operation of WSF by performing responsible administrative and function duties associated with our Tool Lending Program. This position is part-time starting at 20 hours per week and has the possibility of becoming full-time.

### Essential Job Duties and Responsibilities

- Attend ad hoc Tool Shed / Staff meetings
- Actively participate in and solicit support for WSF various projects, programs, and initiatives
- Advocate WSF Mission
- Oversee operations of Tool Shed program including scheduling of any volunteers
- Assist WSF Management with Tool Shed annual budget and growth
- Handle lending of tool responsibilities
- Assist in supervising Tool Shed Techs (volunteers)
- Any other assigned duty

### Job Description

The West Slope Foundation (WSF) is looking for an individual living locally to the Somerset/South County service area with a strong passion for non-profit work and the desire to strengthen the organization's current operations of the existing "Caldor Fire Community Tool Shed" which is our local tool lending library for those that are vetted and, in our programs, to borrow tools to help them with rebuilding or other projects they need assistance with.

The position consists of a 20-hour per week schedule although some additional hours may be required due to events and meetings. The Tool Shed Coordinator will be responsible for overseeing the WSF Tool Shed program, volunteers, and the overall operations when open.

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

## **Minimum Qualifications Requirements (Education and Experience)**

- 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 constant supervision
- Comfortable with computer software and platforms. Programs WSF utilizes:
  - Outlook, Google Drive, Microsoft Office, Teams and JotForm. *We will train on this program*
- Ability to maintain and organize a large inventory and online catalog 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 50 lbs.

## **Certificates, Licenses, Registrations**

Must possess a valid driver's license

## **Minimum Qualifications (Knowledge, Skills and Abilities)**

- Ability to understand local, state, and federal laws, regulations, principles, and practices pertaining to emergency management, disaster preparedness, emergency planning, and recovery operations.
- Ability to work well with people from a variety of agencies and backgrounds.
- Ability to communicate effectively and professionally during any situation.
- Ability to establish and maintain effective working relationships with other employees, public officials, and the general public.
- Ability to attend public meetings, public hearings, training sessions, or other committee meetings as necessary at night or on weekends as scheduled to support emergency management / disaster preparedness activities.
- Ability to exercise sound judgment, evaluate emergency situations, and make responsible recommendations on necessary courses of action.

## **Language Skills**

Ability to read and interpret documents such as governmental regulations, emergency safety rules, miscellaneous operating instructions and procedure manuals; Ability to write routine reports and correspondence; Ability to speak effectively before groups; Requires knowledge of the English language, including spelling, punctuation, and grammar.

## **Computer and Office Skills**

Have thorough knowledge of modern office practices and procedures; Ability to operate office computers and relevant software programs to include (Office 365) Microsoft Word, Excel, PowerPoint, Access, Publisher and Outlook; Acrobat Adobe (PDF files); Ability to operate basic office equipment systems such as: copiers, scanner, and mobile phone.

Knowledge of general budgeting, bookkeeping, and accounting procedures to include computer related database and spread sheet programs.

### **Reasoning Ability**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form; Ability to develop and use initiative and imagination in emergency and disaster situations.

### **Physical Demands**

Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of stooping, kneeling, and involve some lifting, carrying, pushing and/or pulling objects and materials of moderate weight (30-50 pounds). Protracted periods of standing or sitting may be required.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

### **About West Slope Foundation**

The West Slope Foundation (WSF) was developed in the aftermath of the Caldor Fire by community members. The mission of the organization is to provide immediate and long-term assistance to survivors of the Caldor Fire and to support efforts to create a more resilient El Dorado County.

The Caldor Fire devastated the Western Slope and those who call it home. Supporting the West Slope Foundation means putting money, goods and critical recovery services directly into the hands of survivors. We pride ourselves on our ability to stretch our resources to maximize our impact on individuals and the community.

**For more information, or to apply email [Scot@WestSlopeFoundation.org](mailto:Scot@WestSlopeFoundation.org).**

