



## **Tool Librarian Position Description**

**The Missoula Urban Demonstration Project (MUD) is a non-profit organization in Missoula, Montana that has existed for over 35 years to promote urban sustainability through hands-on learning, resource sharing, and community engagement. MUD programs include a member-based tool library, educational community events, skill-based workshops, and on-site sustainable living demonstrations.**

### **Job Summary:**

- Staff the tool library and assist with tool maintenance, record keeping, and customer service. The tool librarian will also work to maintain our demonstration site including landscaping, heavy lifting, and carpentry depending on the tool librarian's skills and the organization's needs.
- Part Time Position, 18 hours per week. Must be available during tool library hours - Monday and Friday 4-7 pm and Saturday and Sunday 10 am - 4 pm.
- Hourly Wage: \$10 per hour

### **Job Responsibilities:**

- Check tools in and out to community members
- Inventory, clean, and repair tools when needed
- Maintain the site including weeding, watering, and snow removal
- Data entry of loaned tools
- Public relations and promotions for workshops, events, etc.
- Assist with planning and staffing events as needed
- Other duties as assigned

### **Minimum Qualifications:**

- Excellent customer service skills
- Ability to multitask
- Attention to detail
- Enthusiasm for MUD's mission and programs (see [www.mudproject.org](http://www.mudproject.org))
- Ability to work individually and as part of a team
- Experience and knowledge of tools preferred but not required

**Application Procedures:** Please send resume and cover letter to [info@mudproject.org](mailto:info@mudproject.org)

**Deadline:** rolling

**For more information visit our website: [www.mudproject.org](http://www.mudproject.org)**