Tool Librarian Position Description

The Missoula Urban Demonstration Project (MUD) is a non-profit organization in Missoula, Montana that has existed for 40 years to empower people to build a more sustainable community through tool sharing and hands-on learning. 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, max. 10-20 hours per week depending on season. Must be available during tool library hours - Monday and Friday 4-7 pm and Saturday and Sunday 10 am - 4 pm.
- Hourly Wage: $12-$13 per hour DOE

Job Responsibilities:
- Interact with tool library members including inputting membership information, loaning tools, explaining safe tool handling, and answering questions
- Abide by COVID-related protocols
- Inventory, clean, and repair tools when needed
- Maintain the site including garden maintenance, weeding, watering, and snow removal
- Creation and implementation of educational resources for members
- Assist with planning and staffing events and workshops as needed
- Represent MUD on site and at community events
- Assist with site improvement projects
- Other duties as assigned

Minimum Qualifications:
- Excellent customer service skills
- Attention to detail and ability to multitask
- Enthusiasm for MUD's mission and programs (see www.mudproject.org)
- Ability to work individually and as part of a team
- Experience and knowledge of tools preferred
- Driver's license and ability to drive a manual transmission preferred
- Ability to lift 40 pounds

To Apply: Email a cover letter and resume to info@mudproject.org. Applications will be reviewed on a rolling basis. Anticipated start date in late March.