



## Missoula Urban Demonstration Project

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### **Tool Librarian and Site Steward 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 (10-20 hrs/wk). Must be available during tool library hours - Monday and Friday 4-7 pm and Saturday and Sunday 10 am - 4 pm.
- Hourly Wage: \$15-\$17 per hour DOE, paid time off available after 6 months

#### **Job Responsibilities:**

- Interact with tool library members including inputting membership information, loaning tools, explaining safe tool handling, and answering questions
- Inventory, clean, and repair tools when needed
- Maintain the site including weeding, watering, and snow removal
- Help create and implement a site maintenance plan
- Manage waste systems including recycling and compost
- Plan and care for demonstration garden
- Plan and implement site work days
- Oversee volunteers
- Data entry of loaned tools
- Public relations and promotions for workshops, events, etc.
- Assist with planning and staffing events as needed
- Represent MUD on site and at community events
- General office communications (phone, e-mail, mail, etc.)
- Other duties as assigned

**Minimum Qualifications:**

- Excellent customer service skills
- Ability to multitask
- Attention to detail
- Familiarity and comfort with gardening, landscaping, and small carpentry projects
- 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
- Driver's license and clean driving record preferred
- Ability to lift 40 pounds

**To Apply:** Email a cover letter and resume to [info@mudproject.org](mailto:info@mudproject.org). Applications will be reviewed on a rolling basis. Anticipated start date in November 2023.