



ReSource Tool Library Internship Opportunity

The **ReSource Tool Library** is pleased to announce it is seeking 3 interns for the summer of 2011 (May to September). The ReSource Tool Library (RTL) is an exciting new program of the Center of ReSource Conservation, located at the popular ReSource Yard at 6400 Arapahoe Rd. The RTL is an affordable community tool-sharing facility that offers a wide array of tools and tool-based educational opportunities to the residents of the Colorado Front Range. The RTL is open to the public 7 days / week. For more information, please visit our website at www.ReSourceToolLibrary.org.

The RTL internship positions require candidates to be self-motivated; familiar with basic construction tools, power tools and landscaping tools; facile with basic computer programs; and interested in community engagement. Primary duties for this position include:

- Assisting with the overall development of the RTL; including optimizing daily operations, assisting with site improvements, and assisting with a new educational series and other outreach programs
- Assisting with point-of-sale software and handling transactions, including the lending and returning of tools
- Assisting customers and explaining the proper use of tools in the RTL inventory
- Assisting to improve RTL marketing strategies, such as connecting with local fairs, events and social networking sites
- Assisting in developing the tool inventory and inputting new inventory into the database
- Assisting with tool maintenance, including daily cleaning and inspection
- Working with volunteer staff and helping manage volunteer projects
- Assisting in developing literature about tools and tool-related projects for customers
- Bring fresh ideas!

Reporting and Hours: The ReSource Tool Library internship positions report to the Tool Library Program Manager and/or the Tool Library Operations Coordinator. The internship positions require 10-20 hours /week. Flexible working schedules are possible, depending on hours of availability.

Benefits offered with this position include: employee discount at the ReSource Yard, free Tool Library membership, free attendance to the ReSource Tool Library Educational Seminar Series, opportunities to network with local / regional civic and organizational partners, and valuable experience helping shape a ground-breaking new program of a leading Boulder environmental nonprofit organization.

Please send a cover letter and resume to ToolLibrary@resourceyard.org. Applicants may also contact Tool Library staff directly with questions at 303.419.8534.

THE RE SOURCE TOOL LIBRARY IS A PROGRAM OF THE CENTER FOR RE SOURCE CONSERVATION

