

Houston Community ToolBank

Program Coordinator Position Description

Updated June 8, 2026

Position Details

Job Title: Program Coordinator

Reports To: Operations Manager

Term: Full-time, Non-Exempt, 40 hours per week

Compensation: \$18/hour

Schedule: Monday–Friday, 8AM–5PM; evening and weekend hours as needed with notice

Location: 1215 Gazin St., Houston, TX 77020; travel to off-site training and project locations as needed with notice

Scope of Duties

The Program Coordinator provides hands-on operational support across two primary areas of the Houston ToolBank: the tool training program, and the tool lending program. This role leads training sessions and build projects, performs all woodcutting and material preparation required for programs, supports day-to-day warehouse operations, and serves as a backup driver for the tool lending delivery program. The ideal candidate is physically capable, safety-conscious, comfortable leading groups, and adaptable to a fast-paced, mission-driven environment.

Responsibilities

Warehouse & Tool Lending Support

- Support day-to-day operations including order fulfillment and returns, inventory organization, and maintaining a clean and safe warehouse environment
- Support tool repair and maintenance needs as directed
- Use the ToolBank's order management system (TOM) to manage and process orders as needed
- Provide courteous, prompt service to volunteers, customers, community partners, and visitors
- Serve as a backup driver for the tool lending delivery program, transporting tool orders using a 16 ft. Ford F550 box truck and/or pickup truck across Southeast Texas
- Follow all local and state driving laws, road regulations, and ToolBank safety protocols

Training & Build Program

- Lead Tool School training sessions by providing clear instruction, hands-on guidance, and encouragement for participants of varying skill levels, both at the warehouse and at off-site locations
- Lead volunteer and community groups through build projects (e.g., picnic tables, garden beds, etc.), and other hands-on projects
- Safely complete all woodcutting and material preparation required for training sessions and build projects, using table saws, miter saws, and related equipment
- Manage and track lumber and consumable inventory; communicate procurement needs to program leadership in a timely manner
- Support the development and continuous improvement of Tool School curricula and build project plans
- Foster a welcoming, inclusive, and safe environment for all participants, volunteers, and ToolBank team members

General

- Have a passion for the Houston Community ToolBank mission and vision
- Collaborate and communicate effectively with the Program Director and Operations Manager to stay aligned on schedules and program needs
- Support all ToolBank programs and special events as needed, including off-site volunteer projects and fundraising activities
- Maintain good professional work habits, including punctuality and adherence to all work policies and safety procedures
- Ability to function calmly and effectively in a fast-paced, multi-tasking environment
- Use ToolBank systems including TOM, Microsoft Office Suite, and other software programs as required; training provided

Job Requirements (Minimum)

- Must be 21 years of age or older
- Authorized to work in the United States
- Valid driver's license with a clean driving record and knowledge of state driving laws; must consent to a background and driving record check
- Must be able to speak and read English
- Proficiency in basic computer applications (e.g., Microsoft Office Suite, Google Suite)
- Ability to work independently as well as part of a team with a collaborative attitude
- Flexibility to work occasional evenings and weekends as needed for training sessions or special projects

Added skill sets a plus: Woodcutting or carpentry experience, prior training or instruction experience, forklift certification, delivery experience, tool repair and maintenance knowledge, military veteran, Spanish speaker

Physical Requirements

- Must be able to lift a maximum of 50 lbs repeatedly during an 8-hour work shift
- Must be able to walk, climb stairs, reach overhead, squat, bend, kneel, stoop, and crouch repeatedly during an 8-hour work shift
- Must be able to work in a physically demanding warehouse and outdoor environment in varying weather conditions

To Apply

To apply, please email your resume to Nancy Clippard at nancy.clippard@toolbank.org.

The above statements are not intended to encompass all functions and qualifications of the position. Rather, they are intended to provide a general framework of the requirements of the position.