

## **Position Title**

*Workshop Instructor, RVA ToolBOX Program*

## **Who We Want:**

Skilled tradespeople with expertise in areas such as plumbing, electrical, HVAC, carpentry, landscaping & gardening, home inspection, or weatherization. If you can translate professional know-how into DIY guidance and are eager to share your expertise in a diverse, community-focused setting, we want to partner with you!

## **About Richmond ToolBank:**

A Virginia-based nonprofit, Richmond ToolBank, empowers community-based organizations with the tools, equipment, and expertise they need to complete thousands of projects annually. The *RVA ToolBOX* program is our newest mission-driven initiative, providing DIY homecare information and workshops to help people master essential home repair and maintenance skills. Through this, we aim to boost confidence, self-sufficiency, and enjoyment in-home care.

## **Your Role:**

Lead engaging, hands-on DIY and informational workshops tailored to a diverse audience, ranging from complete beginners to budding enthusiasts. This is a part-time role with flexibility and potential for growth into a full-time role for the right candidate.

## **You're a Great Fit If:**

- You're well-versed in your trade and can adapt that knowledge for DIY enthusiasts.
- You're a clear communicator, breaking down complex concepts for diverse groups.
- You're as hands-on as you are instructive, with a passion for teaching and community.
- You can create a structured workshop plan that guarantees measurable skill acquisition.

## **Benefits:**

- Competitive pay: \$35/hour, with 4 - 12 hours of workshops weekly.
- Flexibility: Mainly weekday afternoons/evenings and weekends, with minimal admin work to be completed remotely.
- Growth & Experience: Collaborate with a high-impact nonprofit, while sharing and sharpening your skills. The best candidate will easily rise in the organization.
- Community Impact: Contribute directly to residential safety and community empowerment.

**Key Responsibilities:**

- Design and lead impactful workshops.
- Collaborate with the ToolBank team for workshop promotion and refinement.
- Uphold ToolBank's core values and mission.
- Ensure safe and organized workshop environments.
- Coordinate with partners and reliably fulfill commitments.

**Requirements:**

- 5+ years in a relevant trade, backed by work history and certifications.
- Proficiency in email and standard word processing applications (e.g., MS Word or Google Docs).
- Plan and share scheduling at least a month ahead.
- Prioritize safety in all endeavors and communicate effectively.

**To Apply:**

Email your resume showcasing your expertise and a brief cover letter telling us why you're the right fit. Applications must have cover letters to be considered.

**Send all application materials to:**

Toby Vernon, Executive Director Richmond ToolBank

**Email:** [toby@richmondtoolbank.org](mailto:toby@richmondtoolbank.org)