MAKERSPACE VOLUNTEER GUIDE PART-TIME

Departmental Team: Programs & Outreach
Reports to: Technology Arts Librarian
Hours of Work: Part-time, 3-20 hours/month
Summary Description: The Estes Valley Library is looking for people who are passionate about creativity, who love to learn and like to teach and assist people in the use of Makerspace equipment.
Apply Here: Interested individuals must apply online Online Volunteer Application

Primary Duties
1. Cheering on Effort - Everyone wants a witness to their efforts and accomplishments. Your main duty is to be a fan for patrons.
2. Education & Problem Solving - Patrons will often need help solving things. Do your best to not only solve the problem, but teach them how you did it.
3. Introductory Tours - Patrons and visitors will regularly come in to tour the Makerspace. Show them the tools, some example projects and share your enthusiasm for the Makerspace.
4. Personal Growth - The better you get, the more people you’ll be able to help. Investing in yourself is just as important as investing in others.
5. Guide Days - Scheduling at least three hours of Makerspace Guide duty per month that can be put on the calendar. It can be done in one shift or several.
6. Safety - Maintain and enforce proper safety protocols when using sharp, hot or moving equipment.

Occasional Duties
- Kit upkeep - “Make and Take” kits will need to be replenished on occasion.
- Batch jobs - Sometimes there will be the need to laser cut 10 or more of one file.
- Clean up - Patrons should be cleaning up after themselves, but keeping the space clean and orderly is always appreciated.
- Class packet testing - Class packets require multiple iterations of testing to become refined. You may be asked to try out a class before it's presented to patrons.
- Stay updated - Library policies, processes, procedures and technologies change occasionally. You’ll be updated on anything you may need to learn.

Qualifications
- Kindness, curiosity, enjoyment of making, and moderate social tact
- Successful completion of a background check
- Must be at least 14 years of age

Benefits
- Materials - Though not endless, you will have access to Makerspace materials for use in personal projects.
- One-on-one Education - The overall goal is to teach you as many skills as possible. In this endeavor, you will get one-on-one help and instruction for anything you would like to learn.
- Priority program requests - Programs are designed to teach patrons to make a variety of objects with the tools available in the Makerspace. If there is something you are interested in learning to make please say so! A focused effort will be made to create a class for it (or find an alternative).
- Cubby Space - There may be a limited amount of private space to store your own materials.

Updated 6/2023 JS/SR