

## **Volunteer Task Description - Makerspace Support**

**Purpose:** To provide valuable support to library staff and to enhance the library's service to the public. Volunteers and staff provide a welcoming environment so customers are supported as they learn and create.

**Volunteer Roles & Responsibilities:** Volunteers support staff in charge of the Makerspace with hands on teaching and assisting customers using Makerspace equipment.

- Greet makerspace users and help them get oriented to the space.
- Support users working on personal, self-guided projects.
- Inform users on safety rules and equipment use.

**Volunteer Qualifications and Required Skills:** Makerspace support volunteers need to possess the skills and abilities to perform assigned tasks. Skills include basic understanding and a potential for growth in the use of one or more pieces of Makerspace equipment as well as the following:

- Intermediate technology skills – comfortable with computers for internet browsing and basic troubleshooting.
- Comfortableness with asking questions and learning throughout the creative process and with working with customers of all ages.
- Patience, flexibility, reliability, compassion, encouragement; enjoy celebrating the success of others.

Upon completion of training and a reasonable time on task, volunteers should be able to retain procedures and perform task independently with limited supervision.

While on duty, volunteers serve as representative of the Deschutes Public Library, and to this end must present and conduct themselves in a positive, friendly, and helpful manner to the general public, fellow volunteers, and library staff.

**Time Commitment & Scheduling:** Volunteers typically serve 2-4 hours a week on a relatively regular schedule during business hours. We request a minimum commitment of 6 months.

**Skill Development:** Library volunteers will be assisted in the development of skills related to the area in which they volunteer. These skills may include:

- Interpersonal relations.
- Library practices and procedures.
- Makerspace equipment usage.

**Volunteer Screening Process:** In addition to meeting the qualifications listed above, volunteers must agree to abide by library and program guidelines as outlined in the volunteer handbook and successfully complete a volunteer screening process which includes:

- 1:1 volunteer screening discussion.
- Online volunteer application.
- Must be at least 14 years of age.
- Criminal background check (for volunteers ages 18+).
- Parental permission (for ages 14-17).
- Waiver & Release of Liability form.

**Volunteer Supervision:** Makerspace staff and the volunteer liaison will be available for communication and support. The volunteer liaison will meet and schedule potential volunteers, initiating and monitoring the volunteer process, and problem solving any issues or concerns volunteers may have in collaboration with the library supervisor, the Makerspace staff, and the Volunteer Services Coordinator. All library staff members are available to answer questions or provide volunteer support.

**Volunteer Training:** Volunteers will be provided a library orientation and on-the-job training for the tasks including:

- Meet with makerspace staff for tour and overview of Makerspace services.
- Attend specific training to learn about Makerspace equipment and policies.
- Site orientation and review of volunteer services policies and procedures.

#### **Working Environment**

- Physical requirements: will be required to stand, walk, crouch, stoop, squat, twist, climb, pull/push up to 50 pounds, and lift up to 25 pounds.
- Access to hand tools and power tools with basic training required.
- Training on usage of Makerspace equipment.
- During quiet periods, Makerspace volunteers are encouraged to learn more about Makerspace equipment and work on their own projects.

**Personal Appearance/Dress Code:** As a representative of the Deschutes Public Library, we request volunteers report for their volunteer shift appropriately groomed and attired. Attire and grooming are not to cause a safety concern. The volunteer liaison will communicate specific location requirements.

**Volunteer Badges:** Volunteers are requested to wear the provided volunteer badge while on duty.

**Service Hour Reporting:** Volunteers are responsible for clocking in when they arrive for their scheduled shift and clocking out when they leave.

**Reward:**

- Satisfaction in helping library staff support customers.
- Development of creativity side with new activities and equipment.
- Make a positive impact in the lives of customers as they building community and skills in the Makerspace.

**Our Mission**

Deschutes Public Library enriches the community through equitable, open access to books, services, and resources that inspire people to reach for their dreams.

**Our Vision**

People learn, thrive, and connect to one another and the world.

**Our EDI Vision**

Deschutes Public Library enriches the community through equitable, open access to books, services, and resources that inspire people to reach for their dreams. It is our honor and responsibility to serve everyone in our community —across ability, age, gender spectrum, national origin, race, religion, sexual orientation, and socio-economic status.

**How to Apply**

Complete an [Online Application](#)

**Questions? Read our [FAQ](#) or Contact Volunteer Services at [judy@deschuteslibrary.org](mailto:judy@deschuteslibrary.org) or 541-312-1039**