Volunteer Position Description

POSITION TITLE: Makerspace Volunteer

DIVISION: Adult Services

SUPERVISOR: Adult Services Director

LENGTH OF COMMITMENT: Preference for 6 months minimum.

TIME INVOLVEMENT: One session per week (day or evening). Session can be 2-4 hours long.

POSITION SUMMARY: Introduces and assists visitors to the Makerspace.

MAJOR RESPONSIBILITIES: Volunteer is resident expert in the use of one or more pieces of the Makerspace equipment. Introduce the Makerspace to walk-ins, provide release document, explain the orientation and training process, assist users with the equipment, report equipment issues to the library staff, and suggest changes and additions to the Makerspace. When not helping library users, Makerspace volunteers can work on their own projects.

PHYSICAL REQUIREMENTS: Administers work with regular walking, bending, light to medium lifting, and other limited physical activities. Regular contact is made with other volunteers, employees, and library users.

QUALIFICATIONS: Ability to work well with other volunteers, library employees, and library users. Reliable attendance in the workplace for two or more sessions per month. Demonstrate a professional, positive, cooperative, team-oriented working relationships. Demonstrated knowledge of sewing machine, cricut, 3D printer, and Glowforge. Volunteers may not have conflicts of interest.

SPECIAL REQUIREMENTS: Successfully complete Makerspace certification within 45 days. Minimum age 18. Background checks may be required for adult volunteers in accordance with James City County procedures.