



Volunteer Position: inventHQ Materials and Program Prep Assistant

Position Description:

Help prepare materials for special events and workshops, organize supplies, or assist with behind-the-scenes projects.

Duties and Responsibilities:

1. Volunteer tasks will include, but are not limited to, preparing materials, creating signage and tool guides, organizing the space and building prototypes for programs.
2. Must be able to update information and regularly input hours into your VolunteerHub profile.
3. Represent the City and County of Broomfield professionally in keeping with Broomfield policies.

Qualifications:

No experience is necessary. Volunteers must be at least **14** years old. Materials and program prep may require manual dexterity (e.g., ability to work with small objects like needles, ability to fold paper). Be willing and able to follow library policies.

Training Provided:

New volunteers will receive training during their volunteer shift.

Benefits for the Volunteer:

This is a great opportunity to meet new people and learn/sharpen various skills in the inventHQ Makerspace.

Reports To:

inventHQ Staff.

How to Apply:

Volunteers may [self-register for shifts on VolunteerHub](#). Please send any inquiries to lahevoluteers@broomfield.org.