



Volunteer Position: inventHQ Open Hours General Assistant

Position Description:

Volunteers will assist visitors with common makerspace projects and tools, including vinyl cutting, 3D printing, laser cutting, sewing, simple electronics, and crafts. Shifts may be posted for special topics (e.g., Open Hours Laser Assistant) or general assistance.

Duties and Responsibilities:

1. Volunteers will greet new visitors and assist them in selecting and completing a maker project. Answer basic questions about available tool areas and policies.
2. If it's slow and there are no patrons to help or materials to be prepped, volunteers will work through a skills checklist to continue learning the tools in the space.
3. Must be able to work independently and be willing to ask for help when needed.
4. Must be able to update information and regularly input hours into your VolunteerHub profile.
5. Represent the City and County of Broomfield professionally in keeping with Broomfield policies.

Qualifications:

Volunteers need to have experience with Makerspace tools, machines, and software in order to sign up for this project. Examples of these items include but are not limited to: Laser cutters, silhouette cutters, 3D printers, sublimation printers, silhouette studio, inkscape etc.

Volunteers must be at least 14 years old. Ability to work with minimal guidance. Must be patient and understanding. Must have an interest in helping others and working with the public. Be willing and able to follow library policies.

Training Provided:

Volunteers will be trained on how to use the tools and equipment in the makerspace.

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:

New volunteers must attend a new volunteer training with inventHQ. Send an inquiry email to lahevoleunteers@broomfield.org for the next available date(s).