

DEKALB PUBLIC LIBRARY
TECHNOLOGY/MAKER VOLUNTEER

HOURS: Up to 8 hours per week

DESCRIPTION:

The Technology/Maker Volunteer contributes to the effective operations of the library by assisting with a variety of tasks related to digital literacy, creativity, and making within the library's 309 Creative makerspace.

PRIMARY TASKS:

- Introduce the 309 Creative makerspace to visiting patrons
- Assist 309 Creative users with projects:
 - Design or technical support
 - Explain allowed materials
 - Suggest tutorials or classes to increase patron skills
 - Demonstrate or assist with skills related to patron projects
 - Observe safety protocols
- Organize and inventory materials, refill supplies
- Tidy public workspace areas during Open Lab
- Use machines to print or cut patron projects
- Perform basic maintenance on maker machines with staff guidance
- Help staff prepare for and clean up after programs
- Provide assistance during programs

SKILLS AND QUALIFICATIONS:

- Have a professional attitude and commitment to cooperation and customer service
- Be able to communicate effectively and professionally with patrons, staff, and other volunteers
- Basic computer skills required. Maker skills (ie: 3D printers, laser cutters, etc.) preferred, but not required if there is a willingness to learn and capacity for growth
- Be reliable and responsible for keeping commitments to volunteer hours