



2020 VOLUNTEER POSITIONS AVAILABLE

Monday-Thursday 10AM-9:00PM | FRIDAY 10:00AM-5:00PM | SATURDAY: 10:00AM-5:00PM |
Sunday by appt. Only | Phone: 208-929-4029 | www.gizmo-cda.org | info@gizmo-cda.org

New volunteer opportunities are always popping up at Gizmo!

If you don't see a good fit for you listed here, ask us about other options and share with us your skillset so we can find a place for you to flourish with us!

FRONT DESK MANAGERS AND TOUR GUIDES

Responsibilities: Gizmo is a busy place! We need people to greet members and community guests as they enter, guide them through signing in and help them get to where they need to go. This person will also give tours of the facility to people who stop by and are curious to learn more. Assist with basic front desk responsibilities, answer phones, learn skills and help us maintain some of our equipment!

Qualifications: Ability to communicate clearly and effectively to all age ranges. Good interpersonal skills and knowledge of Gizmo's space (we will teach you all about it!). Basic computer skills a plus.

KITS MANAGER

Responsibilities: This volunteer will help to develop and administer our kits program. On certain days Gizmo will sell kits to engage with the community and teach them to use a machine. The kits manager will be trained on a tool in order to use a template to guide guests through the process of making a project to take home.

Qualifications: An aptitude for computers and customer service. At least 18.

MARKETING

Responsibilities: There is lots going on at Gizmo! We need a strategy to promote events, classes, projects, and new ideas, to ensure they succeed. You will provide the skills to get the word out about the awesome events that are the heart of Gizmo.

Qualifications: Computer/Social Media experience.

LEARNER

Responsibilities: Help us by learning! Gizmo is always creating new guides, badges and processes for our space. We need volunteers to go through these to provide feedback and improvements. This covers a variety of skills from Arduinos to felting machines. By educating yourself you can help us teach others.

Qualifications: Any age. Willingness to learn.

SHOP SAFETY EXPERT

Responsibilities: This position is for a volunteer that has experience with tools and wants to help train others. The shop safety expert will help administer the safety orientation in either our wood shop, machine shop or metal shop. This will be on either a weekly or monthly basis depending on demand for the room.

Qualifications: Customer service ability, thorough knowledge of the tools in your assigned room.

GROUP LEADER

Responsibilities: Create a community at Gizmo. Propose your idea and we'll work together to decide if/how it can be done.

Qualifications: None, just an idea!

ACCOUNT ASSISTANTS:

Responsibilities: Learn the inner-workings of managing monies at a not for profit. Input and organize donor and monies data. Use Quickbooks and Excel. Basic mathematical and computational skills necessary. Responsibilities will vary with experience.

Qualifications: Some knowledge of Excel and Quickbooks helpful though a willingness to learn will be considered. Self-starter.

SHOP STEWARDS

Responsibilities: Gizmo has multiple shop areas that need to be run efficiently. We have the welding shop, woodworking shop, clay Studio, creative arts lab, and virtual reality Lab. This position entails learning about the in's and out's of one specific shop area and overseeing volunteers who want to help plus members who are using the space. The person helps keep the space clean, organized and safe!

Qualifications: Willingness to learn logistics involved in individual shops. Knowledge of machines, tools and best practice/safety procedures for that space.

GIZMO MAPPING

Create a map of gizmo and it's machines. Make sure each machine is labeled and has a handbook associated with it.

EVENT ASSISTANT COORDINATORS:

Responsibilities: Help manage the many events that are part of the Gizmo culture. Work with local for and not for profit organizations to promote Gizmo at various Coeur d'Alene events. Learn organizational skills, marketing skills and scheduling skills. Be one of Gizmo's ambassadors and help people understand all that is Gizmo. Have an opportunity to work within the not for profit environment; non-profit's are the 6th largest employer in Idaho. **Qualifications:** Flexible schedule, interested in non-profits and willing to learn marketing and scheduling skills. Some knowledge of Adobe Suite helpful but not necessary. Interested in meeting people and being an ambassador for Gizmo a non-profit makerspace at NIC.

TINKERERS

Responsibilities: Build something with the awesome equipment we have at Gizmo! Use your creative mind to put our tools and equipment to good use. Inspire others with do-it-yourself projects or unique designs not found elsewhere! Whether it's in the wood shop, the welding shop, on the laser cutter ... or a combination of all three...design, create, inspire!

Qualifications: Self starter. Good with machines/tools/general equipment. Able to translate designs into real life.

INSTRUCTORS

Responsibilities: Use the skills you have built up over the years to teach at Gizmo! We have a variety of classes and workshops where capable mentors are needed. We are always open to new ideas for classes, contact us to propose yours today.

Qualifications: You do not need to be an expert! You simply have to be capable and willing to share your knowledge.

INNOVATIVE TEACHERS

Responsibilities: Help us share our knowledge and resources with the incredible teachers in North Idaho! Gizmo has access to an Innovation Coach as well as countless resources to bring into the classroom to help guide students and teachers in the right direction for the future of work! Join us for immersive workshops, classes and experiences for teachers and students!

Qualifications: Be an educator or supporter of education in North Idaho. Be willing to learn to teach from wonder instead of from knowledge, allowing for open, connective learning experiences for all!

ONGOING PROJECTS

Responsibilities: Gizmo typically has ongoing projects that can always use some attention. A volunteer in this position will make a weekly commitment to volunteer 2-4 hour shifts toward a project. Some examples of ongoing projects include: assembling face shields, sewing face masks, color coding tools, cutting material, organizing stock and operating the banner printer.

Qualifications: None, just a willingness to learn.

OFFICE HOURS

Responsibilities: Want to share some of your knowledge? Set aside a couple hours for people to pick your brain on your favorite subject. This position requires a commitment to a weekly or monthly time slot so we can market it to the community. Prepare to answer questions and help train curious members of our community.

Qualifications: Expertise in a room, will be checked out by staff.

Thank you for considering our volunteer opportunity! Email the volunteer coordinator, sam@gizmo-cda.org to schedule a meeting and tour.