

# Positions and Expectations

## 1. All Volunteers Responsibilities (General) (2 Hours/Wk)

- This section pertains to all volunteers unless otherwise stated.
  - Two hours per week of volunteer work
    - Volunteer work is work that directly benefits the Future Forge. This cannot include personal projects.
  - One cleaning task per week as part of the two hours specified above.
  - Additional Duties as position requires (Events, Clean ups, etc.)

## 2. Area Leads (4 Hours/Wk)

- Area Leads are an individual volunteer in a designated space, and are responsible for the Area Guides in their section. There is only one Area Lead per space.
- Areas include: 3D Printing, Arts, Textiles, Jewelry, Woodshop, Laser and Metalshop
  - Weekly Area Reports
  - Weekly Area Guide Reports
  - Two hours of Guiding per week
    - 'Guiding' refers to being in your area and available to help members as needed at a regular time each week.
    - Should there be no members in need of guiding, working on personal projects during these two hours is acceptable.
  - All Volunteer Responsibilities

## 3. Area Guides (3 Hours/Wk)

- Area Guides are volunteers who specifically volunteer their time in an area of the Future Forge, textiles, woodshop, etc. There can be multiple guides for each section.
- Areas include: 3D Printing, Arts, Textiles, Jewelry, Woodshop, Laser and Metalshop
  - Weekly area reports
  - one hour of guiding per week
    - 'Guiding' refers to being in your area and available to help members as needed at a regular time each week.
    - Should there be no members in need of guiding, working on personal projects during these two hours is acceptable.
  - All Volunteer Responsibilities

## 4. Facilities Maintenance Lead (4 Hours/Wk)

- Facilities Maintenance Leads are one individual volunteering their time to keep the forge clean as well as helping to coordinate other Facilities Maintenance Volunteers.
  - One hour per week doing some of the following tasks.
    - Service, clean, or supply restrooms, including cleaning mirrors once per week.

- Clean building floors by sweeping, mopping, scrubbing, or vacuuming once per week
- Gather and empty trash on Thursdays or as needed.
- Mix water and detergents or acids in containers to prepare cleaning solutions, according to specifications and needs
- Clean windows, glass partitions, or mirrors, using soapy water or other cleaners, sponges, or squeegees twice a month.
- Requisition supplies or equipment needed for cleaning and maintenance duties.
- Dust furniture, walls, machines, or equipment as needed.
- One hour per week organizing other Facilities Maintenance Volunteers or other duties as required
- One Facilities Report a week
- All Volunteer Responsibilities

## 5. Facilities Maintenance (3 Hours/Wk)

Facilities Maintenance are individuals volunteering their time to keep the forge clean.

- One hour per week doing some of the following tasks.
  - Service, clean, or supply restrooms, including cleaning mirrors once per week.
  - Clean building floors by sweeping, mopping, scrubbing, or vacuuming once per week
  - Gather and empty trash on Thursdays or as needed.
  - Mix water and detergents or acids in containers to prepare cleaning solutions, according to specifications and needs
  - Clean windows, glass partitions, or mirrors, using soapy water or other cleaners, sponges, or squeegees twice a month.
  - Requisition supplies or equipment needed for cleaning and maintenance duties.
  - Dust furniture, walls, machines, or equipment as needed.
- All Volunteer Responsibilities

## 6. Groundskeeper Lead (4 Hours/Wk)

- Groundskeeper Leads are one individual volunteering their time to keeping the outside of the Future Forge neat and presentable as well as helping to assist other Groundskeeper Volunteers..
  - One hour a week of doing the following tasks as needed.
    - Making sure the outside of the building is presentable. Keeping weeds down, letting staff know about pests.
    - Gather and remove litter
    - Use hand tools, such as shovels, rakes,, saws, hedge or brush trimmers, or axes.
    - Operate vehicles or powered equipment, such as mowers, tractors, twin-axle vehicles.
    - Operate power equipment leaf blowers, saws, electric clippers, sod cutters etc..
    - Water lawns, trees, or plants, using portable sprinkler systems, hoses, or watering cans.
    - Care for established lawns by weeding, removing thatch, or trimming or edging around flower beds, walks, or walls.

- One hour per week helping coordinate other Groundskeeper Volunteers or other duties as required
- One Groundskeeping report per week
- All Volunteer Responsibilities

## 7. Groundskeeper (3 Hours/Wk)

- Groundskeepers are individuals volunteering their time to keeping the outside of the Future Forge neat and presentable.
  - One hour a week of doing the following tasks as needed.
    - Making sure the outside of the building is presentable. Keeping weeds down, letting staff know about pests.
    - Gather and remove litter
    - Use hand tools, such as shovels, rakes, , saws, hedge or brush trimmers, or axes.
    - Operate vehicles or powered equipment, such as mowers, tractors, twin-axle vehicles.
    - Operate power equipment leaf blowers, saws, electric clippers, sod cutters etc..
    - Water lawns, trees, or plants, using portable sprinkler systems, hoses, or watering cans.
    - Care for established lawns by weeding, removing thatch, or trimming or edging around flower beds, walks, or walls.
    - Monitor the grounds safety, notifying staff of any safety issues for the public or members.
  - All Volunteer Responsibilities

## 8. Secretarial Volunteer (4 Hours/Wk)

- A secretarial Volunteer is a volunteer who helps with the administrative side and lobby upkeep of the Forge.
  - Spend 2 hours a week doing the following tasks
    - Managing front desk as needed
    - Organizing Lobby as needed
    - Give orientations to members as needed
    - Give tours as needed
    - File papers as needed
    - Enter Information onto Wild Apricot as needed
    - Assist organizing other volunteers
    - Check printers for ink, paper, and maintenance
  - All Volunteer Responsibilities