Fix-It Clinic <u>Volunteer Roles</u>

<u>Fixers:</u>

- Before event -
    - Fill out Volunteer Interest Form.
    - Confirm date and time with coordinator, what skills and tools you'll bring or need.
- Day of -
    - Arrive with enough time to set up before event starts.
    - Sign liability waiver at welcome table.
    - Supplies:
        - Table, chairs (should be supplied by venue).
        - Tools associated with specialty.
    - Skills:
        - Greeting, asking questions, making suggestions, demonstrating tool usage, assisting with disassembly/reassembly.
- After event: Fill out volunteer survey.

<u>Welcome Table:</u>

- Supplies:
    - Table + chair (at venue)
    - Liability waiver forms, pens.
- Skills:
    - Greeting, answering questions, ensuring each client signs forms, approve/disapprove items brought in.
- End of event: Turn waiver forms in to event coordinator, fill out volunteer survey.

<u>Event Coordinator:</u>

- <u>Set up</u>:
    - Ensure tables, chairs, electrical is ready, basic tools are on hand.
- During event:
    - <u>Runner</u> for volunteer needs.
    - <u>Photos</u> of event and "Fixed" items for social media.
- <u>Cleanup:</u>
    - Ensure reset of event space per venue specifications.

Clinic Coordination

Venue Coordinator:

- Discuss available supplies: tables, chairs, electrical, restrooms, drinking water, accessibility, parking.

  - A large room that is well-lit.
  - Tables. Ideally, six-feet-long tables with four chairs per. Smaller, round tables are fine, too, as long as you have large amount. The number of tables and surface space to work on is more important than the shape of the tables.
  - At least eight electrical outlets.
  - Wi-Fi

- Few weeks before: Set up date, time.
  - Relay info to Communications (see below).

- After event: Follow up with venue for feedback.

Volunteer Coordinator:

- Review Volunteer Interest Forms.
  - Contact Volunteers via phone/email.
  - Confirm availability for event, skills, what tools they can bring.

- After event: Receive volunteer surveys.

Communications:

- Work with Fix-It Director for tool access, guidelines and timelines.

  - Make graphics for print posters and social media.
  - Create press release.
  - Create social media event page.
  - Maintain website as needed.

Fix-It Director:

- Provide and manage access to files, passwords, etc:

    - Venue Coordinator - contacts, feedback
    - Volunteer Coordinator- contacts, feedback
    - Communications -
        - Google Drive
            - Press release template + email list
            - Graphics - make with Canva.com
            - Photo storage
        - Social media - Facebook
        - Website - Wix.com

- Manage storage of physical items for Event Coordinator:

    - Liability waivers:
        - Provide blanks for events.
        - Collect and file signed after events.

    - Common toolkit(s)
        - Small handtools
            - Screwdrivers
            - Hexwrenches
            - Pliers: needlenose, etc.
            - Extension cords
            - Multimeter, electrical pliers
            - Tapes: blue paint, duct, masking, electrical
            - Glues: wood, liquid nail, JB Weld
            - Mending - thread, patching materials, buttons