



# Volunteer Position: inventHQ Open Hour Greeter/Tour Guide

## Position Description:

As Broomfield Library's makerspace, inventHQ is a place to invent, learn, play, and build community. The inventHQ team is seeking volunteers who will greet new visitors, offer a tour, and answer basic questions about the makerspace.

## Duties and Responsibilities:

- Volunteers will actively participate in the space, whether that's helping patrons, giving tours, prepping program materials, or learning new skills.
- 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.
- Represent the City and County of Broomfield (CCOB) professionally and comply with all policies and procedures outlined in the CCOB Volunteer Handbook, including applicable Library, Arts and History and CSU Extension (LAHE) policies.

## Qualifications, Requirements, and Project Intensity:

*Qualifications/Requirements:* The minimum age to volunteer is 14. No experience is necessary. Must be able to work with minimal guidance. Must be patient and understanding. Must be comfortable helping others and working with the public. Must have an interest and/or be comfortable working with technology. Be willing and able to follow CCOB and LAHE policies.

*Project Intensity: Moderate-High:* Fast-paced and physically demanding. Tasks often involve frequent walking, standing, bending or lifting objects up to 25 lbs. Volunteers should be comfortable being active for most of their shift and working in a dynamic environment.

## Training, Schedule and Commitment:

*Training Provided:* All volunteers must attend and complete a separate inventHQ training to register for shifts for this program. Sign-ups for this training are available on VolunteerHUB on the LAHE Volunteer Calendar.

*Schedule and Commitment:* This is a weekly opportunity available during inventHQ Open Hours. There are no recurring commitment requirements. However, only volunteers who passed the inventHQ training have access to sign up for Open Hour Greeter/Tour Guide shifts.

## How to Apply:

Volunteers must complete the CCOB volunteer application on Volunteerhub and go through the background check process (for individuals 18+). Afterwards, volunteers may register for shifts on the LAHE Volunteer Calendar on Volunteerhub. For additional inquiries, please reach out [lahevolunteers@broomfield.org](mailto:lahevolunteers@broomfield.org).