**Volunteer Roles**

The Library of Stuff is looking for volunteers to be a part of our sharing community. We have roles for :- Front of House Staff, Repair Gurus, Event Staff, Item Cataloguer. There is potential for some roles to be done remotely.

**Front of House Staff** - To work at the Library greeting customers, checking in items, checking out items, picking reserved items from the shelves, adding new customers, cleaning and making sure items are in good working order as well as general cleaning & tidying of the Library. The role includes learning how to use the Library’s Lend Engine system for all check in, outs, new members , payments etc.

**Repair Gurus** - A lot of our items are donated second hand or frequent use means general wear and tear. The Library needs anyone who can donate time and has knowledge and experience on repairing items which need maintenance. Maintenance needed can range from small repairs such as a cable flex needing mending to more complex fixes such as motor or battery repair. Repair Gurus would only be expected to repair an item they had a good knowledge of and all items are regularly PAT tested by a registered tester before being lent out.

**Event Staff** - Occasionally the Library will either run or attend an event promoting the Library and volunteers would help set up the event or stall and promote the Library for the duration of the event. This would include giving out leaflets, talking to the public about what we do, our environmental impact, how the library works and what kind of items can be borrowed. Any inhouse events could also include giving out refreshments or helping with workshops and repair cafes.

**Item Cataloguer** - New items need listing to the catalogue with photos, description, item number and where possible user manuals/instructions. This role can potentially be done partially remotely as items can be partially listed on site and then edited remotely with all the relevant information.

As volunteers you are able to pick hours and duties that suit you. At the Library of Stuff we are grateful for any time a volunteer can offer.

There are also general duties such as cleaning and tidying the Library and the inventory and maintaining the items shelves so they are as organised as possible. Items are grouped into categories such as DIY, Garden, Hobbies, Catering, Automotive, Health & Wellbeing. Items are not assigned a specific space on the shelves just grouped into categories.

Full training would be given and roles can be adjusted to suit the volunteers availability, abilities and flexibility.