

Volunteer Job Description

Creation Station Coordinator

The Creation Station is Show Low Public Library’s portable “Makerspace”. It happens twice a month & participants can come & use various equipment & tools. The Creation Station includes an embroidery machine, a sewing machine, a quilting machine, jewelry making supplies/tools, & a Cricut machine.

**Position Overview & Impact:** Oversee makerspace equipment, coordinate instructional classes quarterly, & be available for assistance on projects while engaging creativity.

**Key responsibilities:**

1. Oversee use of equipment by the public

2. Make contact with instructors & schedule classes quarterly

3. Set up & cleanup of creation station

4. Workable knowledge of each different element of creation station

**Qualifications:** Knowledge of quilting, embroidery, & sewing machines. Jewelry making skills & tools involved. Crochet & Knitting skills. Knowledge of Cricut machine.

**Training & Support Provided:** Library volunteer orientation. Training on individual elements of creation station will be provided if volunteer doesn’t have knowledge of all equipment.

**Time Commitment:** 5-6 hours per month + initial volunteer training & training time if necessary

**Length of Commitment:** Minimum 6 months

**Benefits of Volunteering**: Training with various craft equipment & tools. Using skills to encourage creativity. Encouraging others to learn new skills or expand current ones. Meeting others with similar interests.

**Contact Person:** Maizie McMillan (928) 532-4075 mmcmillan@showlowaz.gov

\*\*\*All volunteers are required to complete fingerprinting, a background check, & a drug screening as per The City of Show Low\*\*\*