

Updated Information on Volunteer Program

Account:

First things first, please create an account on Makerepo and request to be a volunteer. You can do so by following this link: <https://makerepo.com/>

Workshops:

Next, you will need to register for your basic training and your 3D printing workshop if you have not already completed them recently. You can sign up for these events on Eventbrite by following these links:

Basic Training: <https://www.eventbrite.ca/e/ceed-basic-training-tickets-50567233958>

3D Printing: <https://www.eventbrite.ca/o/latelier-makerspace-richard-labbe-uottawa-uottawa-richard-labbe-makerspace-6930970537>

To clarify, there is a \$10 fee for the Basic Training workshop to confirm your attendance. After you complete the workshop, you will be refunded the \$10.

There are workshops offered at a variety of dates and times, however if it is absolutely impossible for you to attend any of these please let us know and we can try and work something out for you. If you have recently completed these trainings and have been actively using the skills obtained through the trainings, you aren't required to do them again. Please send the volunteer coordinator an email to let them know if you fall into this circumstance. Even if you have recently completed the trainings and do not feel confident in your skills, you are more than welcome to take them again.

Shadowing:

Once you have completed your mandatory trainings, you can start volunteering by completing your shadowing shifts. Once you have completed your workshops, you will then have to shadow in Makerspace and Brunsfield for 6 hours in each space. These shadowing hours can be completed in as many sessions as you feel comfortable with, with each session being a minimum of 1.5 hours. You can indicate your availability on this google form: <https://forms.gle/QYW8i6B5YJ9eLjWi8>

Please fill out the entire form, including the week for which you are giving availability as well as how many hours you are hoping to shadow in the given week. You are more than welcome to submit as many forms as you need for however many weeks, and we will email you back with confirmation of the shift timings.

Since this is the first time we are doing the shadowing shifts, we would love feedback from you all! If you have any comments, concerns or ideas on how to make the experience better you can either send the volunteer coordinator an email directly, or fill out this google form: <https://forms.gle/3QrBoPhtzofKG1mY9>

Task list:

Once you complete your shadowing hours, you will gain access to the task list on Makerepo and can sign up for projects to complete. Once you sign up for a task, you will need to prepare a small project plan outlining how you plan to approach this task and you will submit it to your project manager (the staff who requested the completion of the project). Once you complete tasks, you will get CC points which convert to Makerstore gift cards and come January you can use these to pay for your proficiency projects which upon completion will advance your skill level and reward you with a badge for your LinkedIn or social media profiles. Some of the tasks on the list might be things like "help out with open hours on Sundays" and these supervisory tasks do not have CC points associated with them but do still count as volunteer hours.

Different skills and levels:

Some of the tasks on the task list will involve additional knowledge outside of the scope of basic training and 3D printing. There are other workshops which you will need to complete in order to be able to take on some of the other projects. These workshops include (but are not limited to) Arduino, Laser Cutting, Mill and Lathe. You will have the opportunity to begin completing tasks on the task list prior to the completion of these workshops, however we strongly recommend completing these trainings as soon as you can to be able to get the most out of the program.

To record your hours officially:

If you want your hours to count towards your co-curricular record which will appear on your transcript, you must register for a placement through the Michelle Jean Community Engagement Navigator on uoZone. When you complete volunteer hours, you will record them on the navigator and then we will approve them.

For extra help or questions:

The volunteer coordinator will be having office hours in the Makerspace on Mondays from 2:30-4 and Thursdays from 11:30-1 starting the week of January 13. Feel free to stop by and say hello and ask any questions or address any concerns you may have. If this time doesn't work for you and you would like to meet up at a different time please let The volunteer coordinator know and they can work something out.

If you have any questions or concerns please feel free to send us an email anytime and we would be happy to help.

Have a great day!

The volunteer coordinator
Stephanie Chariotto
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