

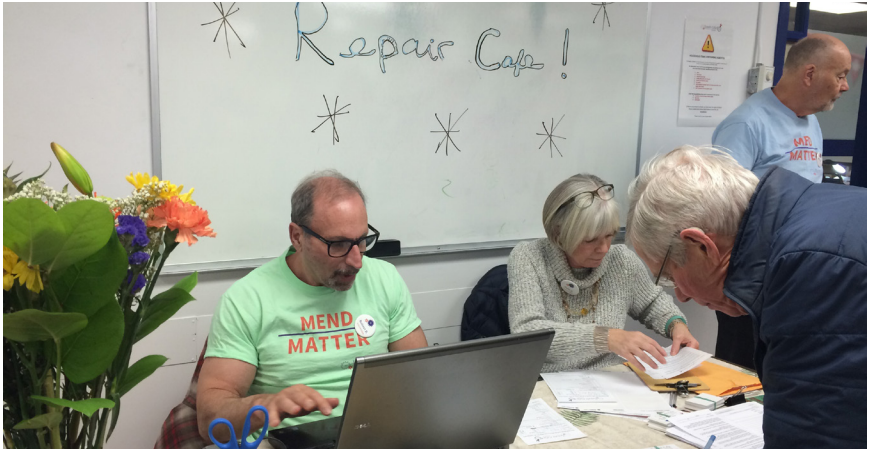
Volunteer Descriptions

Repair Café Toronto is a grassroots initiative, run and supported by volunteers and donations.

We encourage groups to spearhead repair events to suit neighbourhood strengths and interests. We offer this booklet as an example of the volunteer positions that support a repair café.

www.repaircafetoronto.ca
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Repair Café  TORONTO



Registration Team

- Welcome Visitors and explain how the Repair Café process works.
- Describe the waiting list process.
- Inspect items for safety.
- Review waiver forms.



Waiting List Guide

- Welcome and match Visitor with a Fixer based on their item.
- Invite Visitor to sit and explain how the Wait List works.
- When able, provide Visitors with an estimated wait time.
- Remind waiting Visitors of the Refreshment Area.
- Monitor fixing activities to identify when a Fixer becomes available.



Fixer

A Fixer invites a Visitor to choose one of three choices:

- Fixer does the repair and the Visitor will watch.
- Fixer and Visitor conduct the repair together.
- Visitor does the repair and the Fixer helps.

Categories include: small appliances, furniture, computers, electronics, clothing, jewelry, book & paper repairs, garden tools and bicycles.



Greeters

- Guide and assist Visitors in finding their way around the Café.
- Escort Visitors to the correct repair area.
- Introduce Visitors to the Wait List Monitors.
- Provide directions to the washrooms, refreshments and exits.
- Chat with waiting Visitors.



Volunteer Coordinator

- Manage all volunteer communications.
- Recruit new volunteers.
- Maintain volunteer list.
- Manage and coordinate volunteers.
- Engage with volunteers and gather feedback.



Setup and Pack-Up Crew

- Setup and pack up registration, refreshments, photo booth and lunch areas, signage, power cords, work mats, etc.
- Clean and reconfigure the space as it was upon arrival, including tables & chairs, whiteboards, floors.



Refreshment Captain

- Set up the Refreshment Area and the Volunteer lunch area.
- Ensure all refreshment materials are arranged.
- Inform Volunteers when lunch is served.
- Ensure the refreshment area remains tidy during the event.
- Clean up at the end of the event



FIXED Photographer & Event Photographer

- Invite Visitors to have their picture taken with the FIXED sign.
- Inform Visitors pictures will be posted online.
- Set up and take down of the Photo Booth area.
- Take live action photographs of Café activities.

Photo credits for this booklet: Heather G. Ramsay, Lon Appleby, Emily Jasper and other Repair Café volunteers. Booklet design: Dan Eylon.



Waste Management Consultant

- Provide advice about proper disposal of non-repairable items and hazardous materials.
- Promote improved waste management strategies.



Additional Volunteer Activities

- Collect event data and analyze results.
- Develop and maintain membership and subscription lists.
- Interview Visitors to gather their perceptions and testimonials.



Marketing and Communication

- Create promotional material such as flyers, signage and t-shirts.
- Maintain and develop website and social media accounts.
- Promote events through social media platforms.
- Talk to the media and community partners.
- Take photos and videos of the repair process and fixed items.



Organizing Committee

- Plan, organize, and carry out events and activities.
- Set objectives and develop short and long term strategies.
- Evaluate program outcomes.
- Review volunteer recruitment and retention efforts.
- Establish community partnerships.
- Maintain expense reporting and budgeting.

Toss it? No Way!

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