

**Guidelines for engaging volunteers for the Tinkering Lab**

*(Version: 2 March 2016; Owner: ML)*

## Purpose

This document lays out the guidelines and terms of engagement of volunteers for the Tinkering Lab.

## Procedure

* The following procedure shall be managed by the Operations Manager- Tinkering Lab.
* The Tinkering Lab will announce an on-going call for Volunteers. Calls for volunteers will be publicized every quarter. Calls shall be managed by the HR team at Venture Center. Each call will announce
  + Info on type of events planned or kind of expertise or help needed etc
  + Application form
    - Name, contact info
    - Relevant background/expertise (Optional -- attach resume)
    - Preferences for activities
* The Tinkering lab will have an advisory Team who will choose the volunteers. The HR team will facilitate the interviews.

## Candidate Profile :

* **Academic and experience:**
  + Typically, comfort with concepts and understanding of electronics/optics/mechanic design/etc needed for tinkering.
  + Understanding and training in the "Scientific Method"
  + Academic qualifications are a plus but not essential.
* **Hard skills**
  + Hands-on skills in design, simulation, prototyping
  + Track record or past work with "tinkering" or related activities
* **Soft skills and interest**
  + English communication skills
  + Ability to teach and mentor young people/ participants; Ability to engage with and connect to young children/ college students.
  + Willingness and interest in spending time "Tinkering"
  + Reasoning/analytical skills
* All volunteers will need to pass the Safety Test
* Appendix 1 lists out the honorarium and benefits for volunteers
* Selected volunteers will become part of the Tinkering Lab Core Group and start receiving Core Group mails.
* The Tinkering lab is planning occasional Core Group get together and meetings independent of the events.

**Code of conduct for volunteers**

* Once committed, volunteers will be expected to honour their commitments.
* Volunteers will need to attend:
  + Planning meetings ahead of events and club sessions
  + Attendance in all events and club sessions in coordination with the Lead Faculty
* For each event, volunteers may need to carry out some background preparations.

**Contact person:**

Operations Manager - Tinkering

Dr Mugdha Lele

Email: mugdha@venturecenter.co.in

Phone: 020-2586-5877

Appendix 1: Honorarium and benefits

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| --- | --- | --- |
| Type of volunteer | Honorarium | Other benefits |
| Volunteer with significant teaching/ mentoring responsibilities (Type 1) | Rs 2,000/ half-day | * Category A membership of the Tinkering lab for 6 months * The Tinkering Lab T-Shirt * Free ticket to the relevant Tinkering Lab event and sessions * Membership of the Core Group |
| Volunteers with assisting responsibilities (Type 2) | Rs 1,000/ half-day | * The Tinkering Lab T-Shirt * Free ticket to the relevant Tinkering Lab event and sessions * Membership of the Core Group |

Key components and collaterals:

* Website with Call for Volunteers
  + One-page flyer for Call for Volunteers
  + Application Form
  + Score sheet
* Compendium of data
  + Website of links; Online library
  + Catalogs and books
* Tinkering Lab Blog (http://blog.tinkeringlab.co.in/ )
* Posters for Tinkering Lab
* Nomadic banner
* Tinkering Lab stationary kit
  + Notebook -- square line
  + Pen
  + Bags
* Tinkering Lab T Shirt
* Technical reference handouts
* Projects repository on GITLAB
* Database of volunteers
* Tinkering Lab Assistant
* Website:
  + Core Group of Volunteers

Terminology:

* Every event or club will have a Lead Faculty
* There may be Co- or Assisting Faculty (Typically, Type 1 Volunteers)
* Each event or club session will have Type 2 Volunteers assisting in organizing and running the event.
* The Tinkering Lab Core Group will consist of all volunteers
* The Tinkering Lab will have an Assistant (ITI background)
* The Tinkering Lab will have an Operations Manager. Currently ML.