

**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:**

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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
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| 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
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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.