

Free Geek Twin Cities
2537 25th Ave S
Minneapolis, MN 55406



Title: Volunteer Supervisor - Build Lab

Hours: 30 hours/week Wednesday-Sunday 12-6PM ; in-person; part-time.

Pay: \$19.00/hr

About Free Geek Twin Cities: Free Geek Twin Cities (FGTC) is a 501(c)(3) non-profit with a mission to sustainably reuse technology, enable digital access, and provide education to create a community that empowers people to realize their potential.

As the Modern Computer Build Lab Volunteer Supervisor you will play a crucial role in providing a safe and welcoming environment for FGTC volunteers to test, repair and build computers to be sold at low to no-cost in the FGTC Thrift Store. You will be responsible for welcoming and orienting new volunteers and supervising volunteers while they are working.

Key Responsibilities:

- Provide orientation for new volunteers, providing them with an overview of the organization's mission, policies, safety guidelines, and procedures related to computer testing, repair, and building.
- Familiarize volunteers with the tools, equipment, and software used in the refurbishment process, ensuring they have the necessary knowledge and skills to contribute effectively.
- Supervise volunteers, providing guidance, support, and feedback as needed.
- Assign tasks to volunteers based on their skills, interests, and availability.
- Coordinate with other staff members to prioritize projects and ensure timely processing of donations
- Enforce safety protocols and guidelines to prevent accidents, injuries, and damage to equipment, ensuring that all volunteers adhere to safety standards and use protective gear when necessary.
- Ensure compliance with relevant regulations, including data privacy laws and environmental regulations, in the handling and disposal of computer components and electronic waste.

Qualifications:

- High school diploma or equivalent.
- Knowledge of computer hardware, software, and troubleshooting techniques is desirable but not required.
- Strong communication and interpersonal skills.
- Ability to multitask, prioritize tasks, and work efficiently in a fast-paced environment.
- Attention to detail and accuracy
- Physical ability to lift and move objects weighing up to 50 pounds and stand for extended periods.

The work of Free Geek Twin Cities seeks to dismantle barriers to equality and discrimination in all forms is strictly prohibited. To put it legally, FGTC is an equal opportunity employer will not discriminate for or against applicants on the basis of race, color, national origin, gender, age, religion, sexual orientation, disability, gender identity or expression, political affiliation, marital or parental status, genetic information, and military service. Reasonable accommodations are provided upon request.

How to Apply: To apply email your resume to jobs@freegeektwincities.org.