

SIRCH Repair Café Volunteer Descriptions

Volunteer Fixers Job Descriptions

Note: With all Fixer jobs, bringing your own tools would be a great asset, but is not essential.

Small Appliances Fixer

Ability to troubleshoot, disassemble and repair small electrical appliances and gadgets such as toasters, hand blenders, lamps, vacuums and battery powered watches. Skills should include competence with multimeter, screwdrivers, wrenches, drills and soldering irons. Knowledge of and comfort with appropriate use of small appliance lubricants and cleaning solutions. Safety in working with electricity is critical.

Clothing, Cloth, Stuffed Animals Fixer

Ability to repair a burst seam, a hole in a child's pair of denims or in the elbow of a woollen jacket. Simple repairs of handbags, table cloths, decorative cushions, stuffed animals etc. Competence using hand sewing tools and/or sewing machines, scissors, hot iron, hand punch and grommeter.

Furniture, Wood Toys/Items Fixer

Ability to fix or demonstrate repairs on wooden items such as chairs, wooden picture frames and stools, wooden toys, dolls' furniture. Competence using hand tools such as hammers/mallets, drills, tape measure, hand saw. Knowledge of appropriate use of screws, nails, penetrating and protecting oils, wood glue, liquid wood, and other adhesives.

Bicycles, Tricycles Fixer

Ability to do small repairs and basic tune-ups such as cleaning a tight fitting bicycle stand and lubricating it again, raising the saddle of a child's bike, fixing a loose reflector, cleaning and lubricating a chain, brake cable, gear shifter or patching a small inner tube leak. Repairs will generally be on lower end recreational and children's bikes. Knowledge of correct tire pressure and use of tire pumps. Competence using tire pumps, wrenches, allen keys, screwdrivers, spoke adjuster, bike lubricants, tire patches and adhesives.

Computer Fixer

Ability to troubleshoot, diagnose and repair basic issues with computers, network devices, printers, and mobile devices. Identify a hardware vs software issue, replace faulty cables and connectors, replace ink cartridges and/or identify correct ink type or other parts needing replacement and refer to appropriate source to acquire parts or advanced service. Virus removal and system optimization, hardware cleaning such as dust removal. Emphasis on consumer education related to data security and protection from hardware failures, software issues and virtual threats. Competence using screwdrivers, pliers, tweezers, compressed air, multimeter, micro-electronic cleaning tools and solutions.

Stereos, Turntables, Speakers and Other Electronics Fixer

Ability to test and adjust electronic equipment (tube amps, stereos, amplifiers, mixers, turntables, speakers, DVD, Blu-Ray, VCR, camcorders, vintage electronics, TVs) in order to diagnose and repair basic issues with small electronics. Adjust, align, replace or repair electronic equipment and assemblies. Ability to take apart and put together equipment, diagnose issues by discovering the faulty part, and then use proper tools to repair them. Competence using precision screwdrivers, pliers, tweezers, compressed air, multimeter, wire cutter, hot glue gun, wire stripper, micro-electronic cleaning tools and solutions.

Jewellery Fixer

Ability to perform tasks such as simple clasp or link repairs. Able perform a variety of services, including cleaning and polishing jewelry. Restore old or damaged jewelry, adjust already-created jewelry for size, or reset gems. Ability to replace watch batteries. Competence in working with flat nose pliers, round nose pliers, nylon tipped pliers, wire cutter, ruler, jewelers saw and wire.

Book & Paper Repair Fixer

Knowledge of and ability to repair bindings, book and paper materials, including leaf attachment. Ability to hand sew single signature pamphlets, as well as side-wire-stitch, i.e., staple bind library materials. Knowledge of book binding methods and book and paper conservation techniques. Ability to perform various binding methods. Ability to create preservation enclosures, including boxes and encapsulations. Ability to repair paper. Knowledge of binding and conservation materials and tools, as well as their use. Knowledge of and ability to perform tests and de-acidification of paper and books.

Porcelain, Pottery Fixer

Knowledge of and ability to restore a broken pot by using "cold materials and process." Using modern adhesives, fillers, paints and cold glaze to perform seamless repairs to damaged ceramic and pottery objects. Able to mend broken pieces, fill and sand the visible break lines, chips and gaps in non-porous or slightly porous materials such as porcelain, stoneware, resin and glass. Able to mend more porous materials such as Terra Cotta, stone or plaster, using epoxy. Proficient using repair materials such as sand, masking tape, clamps, paraffin wax, glue, epoxy, modelling clay.

Other Volunteer Job Descriptions

Registration Team

- Welcome Visitors and explain how the SIRCH Repair Café process works.
- Describe the Wait List process.
- Inspect items for safety.
- Review waiver forms.
- Review SIRCH Photo Release with Visitors and ask Visitors to sign the Release

Greeter

- Guide and assist Visitors in finding their way around the SIRCH Repair Café.
- Welcome and determine the most appropriate Fixer(s) for the object needing repair
- 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.

Waiting List Guide

- 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.
- Ring the bell when an item has been repaired and escort the next Visitor to the Fixer
- Introduce the Visitor to the Fixer

Setup and Pack-Up Crew

- Setup and pack up registration, refreshments, photo booth and lunch areas, signage, power cords, work mats, etc.
- Assist in carrying in/out tools, benches, equipment etc
- Clean and reconfigure the space as it was upon arrival, including tables and 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.
- Set up and take down of the Photo Booth area.
- Take live action photographs of SIRCH Repair Café activities.

Waste Management Consultant

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