



Richmond Repair Corner - Coordinator Role

* RCLC's plan is for this role to be shared by two volunteers.

Title	Richmond Repair Corner Coordinator
Engagement with	Oren Rozensweig (RCLC Volunteer Coordinator) Repair Corner Volunteers (Community members) Other RCLC staff (Simone (Manager), Cath (Venues Officer))
Hours	Last Sunday of the month between 9.30am to 12.30pm A few hours per week ongoingly.
Location	Burnley Backyard (49 Tudor St, Richmond)
Aim of the program	The aim of the program is to minimize waste by extending the life of belongings and to strengthen our local community through face-to-face sharing of knowledge and skills.
Aim of the role	To coordinate the operation of the program in-between and during repair sessions at Burnley Backyard, including the work of all volunteer fixers/helpers and to maintain the welcoming and friendly nature of the program.
Main duties	<ul style="list-style-type: none">- Online communication with repair volunteers<ul style="list-style-type: none">o Call outs to upcoming sessionso Updateso Raising inquiries from the community about specific items - Online communication with prospective attendees<ul style="list-style-type: none">o Updating the community on future sessionso Replying to questions on Facebook and email - Coordination of repair sessions<ul style="list-style-type: none">o Opening/closing the spaceo Setting up (with other helpers)o Linking up attendees with the right fixer (using wait list)o Managing the waiting list on the day:<ul style="list-style-type: none">▪ 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▪ Communication with fixers about items coming in - Ensuring new volunteers are inducted properly to the program