

# Volunteering at the UC Davis Craft Center

**The Craft Center could not run without the efforts of our volunteers.** Volunteer desk attendants comprise nearly half of our entire staff and are usually the first contact our customers have with the Craft Center, either by telephone or at the front desk. In addition, they are responsible for maintaining the physical appearance of the foyer, front desk and labs. It is essential that volunteer desk attendants are trained to be the best resources of information and assistance possible, and that they feel a sense of commitment and ownership toward our goals for excellent customer service. Due to the high level of interest in our volunteer program, we may not be able to accommodate everyone the quarter they are interested, but will keep your name on a waiting list so that you may join our staff as soon as there is an opening.

## **Requirements for volunteering:**

Volunteers serve as desk attendants to get essential training in Craft Center policies of registration, tool check-out, and phone procedures; to learn the basics of how we run our front desk and maintain our spaces. Shifts are a weekly set schedule of five hours; daytime shifts may be broken-up to more than one day, night and weekend shifts are a full five-hour shift,-and it is important that you can commit to working this shift for the full quarter and that you are responsible to this commitment as you would be to any job.

## **SIGNING UP and TRAINING:**

1) **New Volunteer Sign-up and Orientation** - contact The Craft Center by emailing - [craftcenter@campusrec.ucdavis.edu](mailto:craftcenter@campusrec.ucdavis.edu) for information

One evening  
soon after  
orientation  
6-8 pm

2) **Tool Room Training** is held before Craft Center classes start. This 2 hour session introduces new volunteers to the layout of the Tool Room, the tool check-out procedure, volunteer responsibilities, the front desk arrangement, and our resale inventory

Shifts start  
right away

3) **First Shifts** begin the first week the Craft Center open, and are devoted to covering basic front desk procedures. Training continues throughout the quarter.

**Why volunteer?** The Craft Center is a fun and welcoming environment that offers affiliation with a community of interested craftpersons. On the job you may learn anything from screenprinting to gallery installation to ceramic kiln firing, and “off the job” you may enjoy staff workshops and potluck dinners. Our staff is a group of diversely skilled people who enjoy sharing and exchanging knowledge. Volunteers can also enjoy some economic benefits. All volunteers have free studio access to any studio they are qualified to use as well as 10% off our resale items. New volunteers get half-off one class their first quarter volunteering, and can get one free class any consecutive quarter they volunteer.

**\*To earn benefits, volunteers must complete their training and commitment of 5 hours/week. Benefits are non-cumulative and cannot be used beyond the quarter they are earned.**

For more information, call us at 530-752-1475 or  
email us at [craftcenter@campusrec.ucdavis.edu](mailto:craftcenter@campusrec.ucdavis.edu)