



## WORK STUDY JOB DESCRIPTION

Position Title:	Centrally Rooted- Exploration Lab Work Study
Reports To:	Danny Zanger- Rooted Lessons Teacher

### **POSITION SUMMARY:**

The purpose of filling this position is to help take some responsibility away from having to build a large volunteer pool for lab staff. We will also utilize the position to help with overall organization of our facility including organizing and inventorying the Exploration Labs & storage spaces.

### **KEY AREAS OF RESPONSIBILITY:**

- Staff our Exploration Labs– free creative spaces for the public.
- Be accessible to welcome visitors into the space, and or direct them to brochures or other staff for questions.
- Help visitors check-in / check-out on our attendance tracking system.
- Maintain cleanliness of Exploration Labs.
- Work to develop organization systems in the labs.
- Inventory Lab supplies / notify when something needs to be ordered.
- Other weekly tasks, usually based in organization of our space to help streamline productivity.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Has an eye for improving organization within a space.
- Friendly, welcoming personality.
- Willingness to help with a variety of tasks.

### **MINIMUM QUALIFICATIONS:**

- Must be a current college student eligible for Federal Work Study
- Interest in arts, education, community engagement, or nonprofit work
- No prior experience required – training provided
- Dependability and ability to maintain a consistent schedule

### **PHYSICAL DEMANDS/WORK ENVIRONMENT**

- Requires light physical activity (bending, lifting up to 20 lbs, organizing materials)
- Indoor environment with creative and community-focused atmosphere

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To apply, please contact [career@dbq.edu](mailto:career@dbq.edu) to determine eligibility.