

MAKERSPACE LIBRARY ASSISTANT



JOB DESCRIPTION

Borough of Oakmont
767 Fifth Street
Oakmont, Pennsylvania 15139-1524

Job Title: Makerspace Library Assistant	Department: Library	Reports To: Library Director	Supervises: Volunteers	Starting Pay Range: \$16.00/Hour
FLSA Status: <input type="checkbox"/> Full Time <input checked="" type="checkbox"/> Part Time <input type="checkbox"/> Temporary Seasonal			<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non Exempt	
Work Hours per Pay Period: 60 (approximately 30 hours per week)	Work Days: Monday-Saturday varies	Work Time: varies	Bond Required: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No \$ _____	
Under Collective Bargaining Agreement: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
Additional Notes: This position is eligible for PTO. Typical Work Schedule (subject to change, some scheduling flexibility): Monday 9:30 – 3:30 Tuesday 12:00 – 6:00 Wednesday 10:00- 4:00 Thursday 2:00 – 8:00 Friday 10:00- 4:00 Saturday 9:00 – 4:00 (2 times per month, off on Wednesdays when working Saturday)				
Applicants should submit a cover letter, resume, and three (3) references to bolandc@oakmontlibrary.org				

Position Summary:

The Oakmont Carnegie Library is looking for an enthusiastic person to join our Library team. This customer service-focused role works alongside our team at the circulation desk providing information and support 1-2 shifts per week and as needed; and primarily works with patrons in the Makerspace by providing explanations and demonstrations of the equipment, helping patrons operate equipment when necessary, developing and leading Maker programs, and maintaining the software, equipment, and supplies to keep the area operating smoothly. A successful candidate will be self-motivated with enthusiasm, flexibility, and creativity. This position is part-time and works under the supervision of the Library Director.

Duties & Responsibilities of the Position:

- Works independently and with staff to create, promote, and deliver STEAM and Maker programming for all ages

- Connects and collaborates with local makers and craft community to support ongoing programming at the library
- Provides one-on-one coaching for individuals' projects and safety and equipment training for Makerspace users
- Provides regular maintenance and cleaning of the space and its tools and equipment; repairs or replaces malfunctioning equipment promptly; communicates with outside vendors when needed
- Recruits, trains, schedules and supervises Makerspace volunteers
- Ability to learn, operate, and maintain equipment such as 3D printers, Cricuts, sewing machines, hand tools, recording equipment, and equipment software as well as evaluating future technology and equipment for the Makerspace
- Purchase tools and materials for classes and general use
- Prepare reports on services provided, including statistics, outcomes, and impacts
- Creates and documents application and system standards, maintenance procedures and operational procedures and maintains an inventory of equipment and software
- Provides support and service at the circulation desk including assistance to library patrons on the use of technology and office equipment
- Serves as a maker/STEAM resource for the library staff
- Attend meetings and participate in professional development opportunities
- General library support during fundraising events

Required Education and Experience:

- Bachelor's degree and background in education, libraries, and/or STEAM or related experience
- Experience developing and running a makerspace or similar STEAM programming for various ages
- Experience using and troubleshooting a broad spectrum of relevant technologies including, but not limited to:
 - 3D printers, cutting machines and engraving tools, electronics or robotics
 - Sewing, quilting, weaving, crochet, knitting or other types of fiber arts
 - Papercraft, jewelry making, pottery, leatherwork or other types of crafting
 - Microcontroller prototyping platforms, such as Makey Makey, Raspberry Pi, etc.
 - Other related makerspace technologies
- Prior customer service experience that includes the desire and ability to serve and interact with a diverse public in a consistently tactful, friendly, courteous and diplomatic manner

Qualifications & Requirements for the Position - Skills, Abilities, Knowledge, Work Experience, Training:

- Excellent presentation and training skills; adaptability to instruction for all age groups
- Excellent interpersonal and communication skills
- Flexibility

