



## Makerspace Associate

Part-time 30 hours/week located at Creativity Commons

Washington Township, Ohio

The Washington-Centerville Public Library, a busy mid-sized suburban library serving a population of approximately 56,000 citizens in the communities of Centerville and Washington Township, is seeking two part-time Makerspace Associates to help us fulfill our [Mission and Values](#) and demonstrate our [Customer Service Philosophy](#)

### Essential Duties & Responsibilities

- Actively promote makerspace services, programs, and materials to public and staff.
- Provide outstanding, pleasant, professional customer service to our patrons.
- Maintain a wide breadth and depth of knowledge about the DIY maker movement, the community, and current events.
- Provide assistance and troubleshooting of makerspace equipment, laptops, supported software, printing services and patron personal electronic devices.
- Provide training and ensure compliance with safety and health procedures for safe usage of equipment, tools, and machinery.
- Determine needs for, design, present, and evaluate services and programs tailored to meet the educational and recreational needs of patrons or specialized groups as requested.
- Market maker and other materials through displays and other means.
- Perform opening and closing procedures.
- Fulfill schedule and service obligations at all library locations or outside facilities.
- Perform other responsibilities as apparent or assigned.

### Required Skills & Knowledge

- Bachelor's degree. STEAM-related field preferred.
- Proficiency with PCs, electronic devices, and MS Office software.
- One year of library, makerspace, or technology instruction experience preferred.
- Strong customer service orientation with one year of experience serving the public.
- Specialized skills or knowledge of operation and processes involved with DIY making and/or maker movement, including DIY making hardware and software such as 3D modeling and printing/fabrication, cutters, engravers, sewing machines, coding, audio/visual production, and other forms of digital creation; usage of basic hand tools.
- Excellent written and verbal communication skills.
- Collaborative with demonstrated ability to contribute in a team environment, creative, with a good sense of humor.
- Self-motivated, organized, efficient, and productive with excellent time management skills.
- Understanding of intellectual freedom principles and a commitment to upholding them.
- Ability to work with and serve diverse populations, ensuring that all users feel welcome and respected.
- Ability to assess patron needs for assistance through application of effective interview techniques.
- Ability to work in areas that have loud noise, temperature changes, fumes, dust, or other possible allergens.

### Physical Requirements

- Regular standing, bending, stooping and lifting of up to fifty (50) pounds.

### Compensation & Benefits

- Bargaining Unit position with starting wage of \$19.91 per hour.
- Excellent benefits package including participation in Ohio Public Employees Retirement System ([OPERS](#))

### Schedule of Hours

- 30 hours per week working alternating Friday/Saturday schedule. Hours to be determined, the schedule will be 6 hours per day, 5 days per week. Creativity Commons is located at Washington Township RecPlex.

### To Apply

To be considered for this position, please submit a cover letter, resume, *and* WCPL application to: Human Resources – **MAKERWP**, Washington-Centerville Public Library, 561 Congress Park Drive, Washington Township, Ohio, 45459 or email to [HumanResources@wclibrary.info](mailto:HumanResources@wclibrary.info)

- WCPL Application can be found at [www.wclibrary.info](http://www.wclibrary.info) under Employment

**All offers of employment will be contingent upon the candidate successfully completing a Bureau of Criminal Identification (BCI) fingerprint check**