

Valley of the Tetons Library
56 N. Main Victor, ID
Position Announcement
Makerspace Assistant - PT
No Health Benefits ~ Open Until Filled

PRIMARY RESPONSIBILITIES:

Facilitating access to the makerspace collection, helping patrons use available tools and materials to make their creations. Maintaining the makerspace and equipment, including cleaning, organizing, sorting donations, etc.

JOB DUTIES:

- Providing excellent customer service
- Facilitating access to the makerspace collection for patrons during open hours
- Assisting with or coordinating events, workshops or programs within the makerspace
- Maintaining familiarity with a variety of tools, materials, supplies and computer softwares
- Keeping up on techniques and processes for completing a variety of creative projects
- Routine cleaning and organizing of the space and collection
- Sorting donations into the collection for use in the space, including electronics, craft supplies, etc.
- Maintaining circulating items, such as robots, games, tools, etc.
- Assisting patrons with PC applications (such as Word, Excel and email) and public computer troubleshooting, as well as using library services via personal devices (smart phones, i-pads, kindles, etc.)

REQUIREMENTS (experience, education, and special skills):

- A varied creative skill-set, and enthusiasm for sharing your skills with others
- Ability to handle multiple tasks with attention to detail, amid continual interruptions
- Comfort working with patrons of all ages, toddlers to adults, in a high-energy environment
- High-Proficiency with personal technology, phones, tablets, laptops, PCs, etc.
- Interest in learning new things often, and practicing on the go
- Willingness to engage with the community through the makerspace
- Bending, lifting and standing for extended periods of time
- Available to meet schedule needs, including one or two Saturday shifts per month, and occasional staff meetings/conferences.
- Minimum high school diploma or equivalent

DESIRED QUALIFICATIONS:

- Experience with a variety of tools and equipment, may range from sewing to woodworking
- Competence with one or more editing software, photo, video, audio, 3D modeling, etc.
- Leadership experience as an educator in formal or informal settings, ages preschool to adult
- Ability to learn as you go, and research or devise solutions ad hoc
- Trade experience or college degree preferred

Makerspace Assistant

Hourly, Non-Exempt Position

Reports to the Makerspace Programs Manager

JOB SUMMARY

The Makerspace Assistance will help with facilitating access to the makerspace collection, instructing patrons on how to use available tools and materials to make their creations, maintaining the makerspace and equipment, including cleaning, organizing, sorting donations, etc.

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QUALIFICATIONS AND REQUIREMENTS

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WORKING CONDITIONS

- The job requires the employee to stand for an extended amount of time, twist/turn, maintain flexibility, hear, listen, see and speak clearly; perform manual dexterity movements; frequently stop/bend and walk; kneel, crawl, and balance. The job also requires the employee to lift and carry 10-25 lbs.; reach at, above, and below shoulder height; grasp objects weighing 10-25 lbs.; push and pull objects weighing 100 lbs.
- The job requires the employee to read, write, perform clerical duties, comprehend and use perception, perform alphabetical and numerical sorting/filing, and perform basic math, taking initiative and prioritizing varied tasks in a busy environment.

- The job requires the employee to regularly operate and exhibit proficiency with computers and commonly used applications, systems and databases, email and cloud environments. The job requires the employee to operate and occasionally troubleshoot general office equipment as well as smartphones, tablets, e-readers and new consumer technology.
- The job requires the employee to perform repetitive tasks, working alone, working around others, use verbal and strong social skills with the public and library staff.
- The job requires the employee to be open to a varied schedule, including some weekends. Position schedule is subject to change at any time at the discretion of management.
- The job may have limited travel for training and conference activities.