



## Adult Services Makerspace Specialist

### Part-time 30 hours/week located at Creativity Commons Centerville, 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 a part-time Adult Services Makerspace Specialist 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.
- Provide assistance and troubleshooting of makerspace equipment, laptops, supported software, printing services and patron personal electronic devices.
- 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.
- 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.
- Assess patron needs for research or readers advisory through application of effective reference interview techniques.

#### Compensation & Benefits

- Bargaining Unit position with starting wage is \$17.29 to \$22.83 per hour.
- Excellent benefits package including 10% pick-up of employee’s portion of [OPERS](#) (Ohio Public Employee’s Retirement System) contribution.

#### Schedule of Hours

Daily Schedule	Week 1	Week 2
Monday	11:30 am – 5:30 pm	11:30 am – 5:30 pm
Tuesday	1:30 pm – 7:30 pm	1:30 pm – 7:30 pm
Wednesday	1:30 pm – 7:30 pm	1:30 pm – 7:30 pm
Thursday	11:30 am – 5:30 pm	11:30 am – 5:30 pm
Friday		11:30 am – 5:30 pm
Saturday	10:30 am – 4:30 pm	

- 30 hours per week working alternating Friday/Saturday schedule. Creativity Commons is located at RecPlex East in Centerville.

#### To Apply

To be considered for this position, please submit cover letter, resume *and* WCPL application to:  
Human Resources – **ASMASP123WP**, Washington-Centerville Public Library, 111 West Spring Valley Road, Centerville, Ohio, 45458 or email to [HumanResources@wcpl.lib.oh.us](mailto:HumanResources@wcpl.lib.oh.us).

- 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**