



## Adult Services Makerspace Aide

Part-time 15 hours/week (2 positions 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 two part-time Adult Services Makerspace Aides 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.
- Restock maker consumables and merchandising materials.
- Perform opening and closing procedures.
- Perform other responsibilities as apparent or assigned.

### Required Skills & Knowledge

- Bachelor's degree preferred in a STEAM-related field.
- 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.
- Superior working knowledge of DIY making hardware and software such as 3D printers, cutters, engraver, sewing machines, audio/visual production equipment.
- Specialized skills or knowledge of operation and processes involved with DIY making and/or maker movement, including knowledge of 3D modeling and printing/fabrication, 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

- Starting wage is \$15.39 per hour. Participation in the Ohio Public Employees Retirement System (OPERS).

### Schedule of Hours

Daily Schedule	Position 1	Position 2
Monday	2:30 pm – 7:30 pm	
Tuesday		2:30 pm – 7:30 pm
Wednesday	12:30 pm – 5:30 pm	
Thursday		12:30 pm – 5:30 pm
Alternating Friday / Saturday schedule	12:30 pm – 5:30 pm (Fri)	12:30 pm – 5:30 pm (Fri)
	11:30 am – 4:30 pm (Sat)	11:30 am – 4:30 pm (Sat)

- 15 hours per week. Position will be at the new Creativity Commons located at RecPlex East.

### To Apply

To be considered for this position, please submit cover letter, resume and WCPL application to:  
Human Resources – **ASMA322WP**, 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**