

Stratford Public Library



Job Title: MakerSpace Assistant (part time)

Classification: Library Assistant

Description

Under the supervision of the MakerSpace Leadership (manager and librarian), the MakerSpace Assistant will help educate and train users on operating the technology and equipment. Additionally, they will help maintain a clean, safe, and welcoming environment for MakerSpace users.

Duties and Responsibilities

- Assisting MakerSpace customers in using the Library's maker resources and equipment, for example: 3D printers, vinyl cutters, Arduino, as well as analog tools such as sewing machines
- Assisting in developing and running of STEAM themed programs for adults, youth and library staff
- Ensuring the MakerSpace and equipment is clean, safe and ready for operation
- Developing and adding content to web portals
- Other duties as required

Formal Qualifications

1. Post-secondary level education in technology, education, library studies, or another relevant area of study. Graduation from high school with work experience related to the maker movement or technology will also be considered.
2. Demonstrated interest and competency in technology and analog maker skills.
3. Experience installing and troubleshooting software and hardware.
4. Proven ability to serve customers effectively and positively in a busy environment, including exercising sound independent judgment and problem-solving skills.
5. Excellent oral and written communication skills that accommodate a diverse population of users and learners.
6. Ability to maintain effective working relationships at all levels.
7. Availability to work varied shifts and hours.
8. Able to lift and carry up to 20lbs
9. Ability to produce a copy of a clear vulnerable sector police check.
10. Be legally entitled to work in Canada

Terms of Employment

Hours of Work: Average of 15 hours per week, including evening and weekend shifts.
Possibility of increased hours in the summer months.

Rate of Pay: \$24.78 - \$30.13; 4% vacation pay (2019)

Application

Apply by submitting a resume and cover letter by email to:
Krista Robinson | Systems Librarian | krobinson@pcin.on.ca

- Applications due by 9am, April 23 2019
- Interviews will take place May 1 – 8 2019
- Anticipated start date is May 21 2019

Only those candidates selected for interviews will be contacted.

The Stratford Public Library is an equal opportunity employer. Accommodation for disabilities is available for all parts of the recruitment process. Applicants must make their particular needs known in advance.