

# GEAUGA COUNTY PUBLIC LIBRARY

## Position Description

Position Title: Maker Space Assistant  
Classification: Library Assistant I  
Hours /FLSA status: 16 hours per week. Part-time. Non-exempt.  
5 to 9 nights and weekends 9 to 5 Saturday, or 1 to 5 Sunday  
Rate of Pay: \$12.00  
Location: Bainbridge  
Reports to: Technology Trainer  
Staff Supervised: None

**Position Summary:** The Maker Space Assistant works with the Technology Trainer to maintain, troubleshoot, and train patrons and staff on the maker space equipment.

**Essential Job Functions:** *This list is illustrative, but not exhaustive for this position.*

- Able to train staff and patrons on the maker space equipment and software.
- Ability to maintain, troubleshoot maker space equipment and software.
- Assist staff in preparing materials for library programs using maker space equipment.
- Maintains good communication with staff and patrons.
- Other duties as assigned

**Minimum Knowledge, Skills, Abilities and Other Characteristics:**

- Willingness and adaptability to work in a changing environment.
- Able to work with people of all ages including staff, volunteers, and the general public.
- Ability to teach adult learners in the classroom setting, virtually or one-on-one
- Effective oral and written communication skills, excellent customer service skills.
- Able to work accurately and independently with minimum supervision and have dependable work habits.
- Work schedule flexible to meet library needs.
- Willingness and adaptability to work in a changing work environment.
- Must have a friendly and cooperative manner in dealing with employees and the public.

**Minimum Education, Experience, and Licensing Requirements:**

- High school diploma or equivalent or working toward a high school diploma or equivalent.
- Must have basic computer skills.

**Physical Requirements:**

- Able to lift 40 lbs. and move equipment in and out of buildings and vehicles.
- Ability to crawl, bend, stretch, walk and or kneel in order to wire and install equipment.
- Able to use hands and fingers, grasp, handle, feel, or operate objects, tools or controls-including computers, phones, and office equipment.
- Able to read computer screens and print material.

**Deadline:** Applications received by November 4, 2021 will receive first consideration. Position open till filled. If interested provide: Resume, work references and Geauga County Public Library application. Application form available online. **Apply to:** **GCPL.recruiting@geaugalibrary.net** or send to Geauga County Public Library – Administrative Center, 12701 Ravenwood Drive, Chardon, OH 44024

Posting date: 10/26/2021