



JOB OPENING

MAKERSPACE COORDINATOR

PURPOSE

To connect with staff and the community in a meaningful manner that invites and encourages creativity, learning and exploration in our Makerspace.

QUALIFICATIONS

Master's Degree from an accredited school. Enthusiasm for the maker movement and the role of the makerspace in libraries. Ability to effectively instruct and guide staff and patrons of all ages in one-on-one, group, and classroom settings. Advanced knowledge of and experience with equipment commonly used in makerspaces such as 3D printers. Experience working with the public in some form of instructional capacity. Prior experience in a makerspace preferred. Must be willing and able to work days, evenings, and weekends.

ATTRIBUTES

Understands the public library's mission to meet the community's needs for information, lifelong learning, and recreation. Demonstrated proficiency in instruction. Demonstrated ability to work effectively as part of a team, and in collaboration with colleagues. Organized, detail-oriented, and accustomed to multi-tasking. Excellent communication skills, both written and verbal, and a friendly, helpful, and tactful demeanor. Works productively with minimal supervision and manages time effectively. Exercises initiative, assumes responsibility, and handles difficult situations effectively and in a professional manner. Comfortable working with children, teens, and adults. Possesses an aptitude for various technologies and is comfortable troubleshooting.

RESPONSIBILITIES

Serves the public, assisting with informational, advisory, and technological questions at Reference and Computer desks as assigned. Assumes a leadership role in carrying out the library's mission with respect to the Makerspace. Supervises the overall operation of the Makerspace including helping children, teens, and adults as well as other staff members learn how to use the equipment. Works directly with the Adult Services Department Head to identify equipment, activities, and programs for all ages. Coordinates staff training with Department Heads and outside vendors as necessary. Educates staff on new technological advancements and their implications for patron use of our space. Develops workshops to educate and train the public in the use of technology. Works with community organizations and attends community events to promote the library makerspace. Participates in library/networking professional organizations by attending conferences, reading journals, keeping abreast of trends in technology, and updating skills.

HOURS

35 hours/week including days, evenings, and weekends

SALARY

\$30.13 per hour

STARTING DATE

ASAP

BENEFITS

Vacation, sick days, holidays, medical and dental insurance, Illinois Municipal Retirement Fund (IMRF)

SUBMIT RESUME AND COVER LETTER TO:

Mary Kay Stiff, Head of Adult Services | mstiff@egvpl.org

Elk Grove Village Public Library

1001 Wellington Avenue

Elk Grove Village, IL 60007

Position open until filled.

Applications are available at the Circulation Services Desk and online at www.egvpl.org. This job description is a general guide to the duties and responsibilities of the position, and is not intended to list every possible task that an employee may be directed to perform. All prospective employees are subject to a background check. The Elk Grove Village Public Library is an equal opportunity employer.

Posted December 4, 2024



ELK GROVE VILLAGE LIBRARY

1001 Wellington Avenue

Elk Grove Village, IL 60007

Phone: (847) 439-0447

Website: www.egvpl.org