



Job Description

Job Title: Maker Lab Specialist

Department: Maker Lab

Reports To: Maker Lab Manager

Status: Full-time, Modified Full-time, or Part-time Non-exempt

Created/Revised: May 2022

Job Description:

Under general direction of the Maker Lab Manager, the Maker Lab Specialist performs a variety of tasks assisting patrons with their DIY projects from initial concept to final product.

Essential Duties/Responsibilities:

- Instructs and aids patrons in use of maker lab equipment and associated software; provides both one-to-one assistance and group instruction.
- Plans, designs, promotes, presents, and evaluates maker lab programs for patrons of all ages.
- Plans and/or prepares displays, pathfinders, or other informational materials.
- Schedules equipment reservations for patrons and gives tours of the maker lab.
- Maintains, calibrates, organizes, cleans and troubleshoots all equipment in the maker lab, performing simple repairs as applicable.
- Tracks use of consumable materials and orders replenishments as needed.
- Gathers statistics, prepares reports, and completes other projects as assigned.
- Keeps abreast of information by regularly reading email, minutes and staff website as well as attending staff meetings.
- Other duties as assigned by the manager.

Required Skills, Knowledge and Abilities:

- Ability to provide knowledgeable and timely customer service to maker lab patrons
- Ability to communicate clearly and read printed and on-screen information.
- Ability to multi-task, work in a fast paced environment and handle difficult situations.
- Some knowledge of 3D modeling and printing/fabrication.
- Some knowledge of computer programming such as Scratch, Arduino, or more.
- Working knowledge and experience in DIY and making.
- Experience with robotics and electronics including, but not limited to, Legos, Arduinos, Raspberry Pi, Little Bits, etc.
- Experience with electronics soldering and the use of power tools.
- Ability to handle routine problems under guidance of manager and keep manager informed of departmental needs and concerns.

Education/Experience:

- Bachelor’s degree from an accredited college or university required or any equivalent combination of experience and training.
- 1-3 years of Customer Service experience strongly preferred.

Working Environment and Physical Requirements:

- Work is performed in a makerspace setting, with need for considerable mobility; light lifting, bending, stooping, stretching, standing, and sitting at a variety of work benches and desks.
- Employee may be scheduled to work evening and Saturday hours; schedules may be altered depending on the needs of the library.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by an individual working in this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

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Employee Signature

Date

Supervisor Signature

Date