JOB DESCRIPTION
Part-Time Maker-in-Residence

6 Week Grant Funded Summer Hire
Courtesy of the Friends of the Wilson County Public Libraries

JOB SUMMARY:

The Wilson County Public Libraries is following in the lead of creating MakerSpaces in public libraries, and as springboard event to a dedicated MakerSpace within our library we will hosting MakerSpace programs as part of the library’s annual summer reading program. This year the library is partnering with Maker Education Initiative to bring STEAM [Science, Technology, Engineering, Art, and Mathematics] programs to the youths and their families of Wilson County, Texas. Maker Trainers will be responsible for assisting specially planned program events as part of the library’s county wide summer reading program. Maker Trainers will work closely with the library’s Technology Coordinator and/or Library Director to plan, execute, assist in STEAM lessons at host site(s), and play an active role in the gather of program data.

JOB RESPONSIBILITIES:

- Prep, set up, and tear down (as needed) program event space within a reasonable amount of time.
- Assist with the facilitation of the planned interactive activities
- Assist in the creation of new maker experience
- Lead participants through brief lessons and STEAM –related activities, i.e. robotics, coding, and 3D printing [if available]
- Assist with the supervision of participants to keep them safe and engaged.
- Have the ability to take photos for posting to library’s social media sites along with assistance in written reflections and project write-ups
- Participate fully in evaluation efforts to collect program data
- Participate in trainings as provided during the summer
- Other duties as assigned, when appropriate and or applicable

The above statements are intended to describe the general nature and level of work being performed by the person/people assigned to this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.
KNOWLEDGE, SKILLS AND ABILITIES

- Must be 18 as of April 30, 2016.
- Passion for or skill in various forms of Science, Technology, Engineering, Art and Math.
- Must enjoy working with people from diverse backgrounds
- Must have excellent communication skills and presentation skills
- Ability to understand and follow oral and written instructions
- Work in a team environment
- Dependable transportation to host site(s).
- Tact and courtesy in dealing with other the public, staff members and host site representatives.
- Excellent time management and organizational skills, and great attention to detail.
- Able to be flexible and maintain a positive attitude in the face of changing audience needs and organizational capacity.
- Maintain flexibility in an environment with many interruptions
- Must be comfortable working independently.
- Must submit to and pass a background check and meet all Federal Drug and Alcohol testing requirements.

QUALIFICATIONS:

High School education or equivalent and have a pleasant personality when dealing with the public

Typically this position will require frequent talking, hearing, sitting, reaching, keyboarding, and repetitive motion of hands/wrist for extended periods of time. In addition, there is a requirement for grasping, and use of visual senses. This position may require standing for extended periods while assisting program participants.

Also, this individual may be required to be able to push up to 150 pounds or lift and carry from 5 to 50 pounds.

Must have available from June 6 – July 15, Monday – Friday, 10 am -2 pm

Application Procedure:
To apply, please stop by the Sarah Bain Chandler Library in Stockdale or the Sam Fore, Jr. Library in Floresville to pick up an application.

Revised 04/2016