



Kennett Library

Makerspace Coordinator

Overview:

The Kennett Library serves eight municipalities in Southern Chester County. It is a community-oriented non-profit organization, that is so much more than a building. It's a place of learning, a pathway to literacy and employment, a stepping-stone for education success, and a community gathering place with a warm welcome for all.

The Makerspace Coordinator reports to the Library Director and is responsible for creating and facilitating program content in the two makerspaces, providing one-on-one assistance to customers, as well as managing the audio-visual room and auditorium.

Essential Duties, Tasks and Accountabilities:

Development

- Gauges level of service based on community interest and need and provides relevant and meaningful services and programs to the residents and its surrounding service population.
- Oversees the Makerspaces, Audio Visual room, and Auditorium. Provides and schedules instruction and programming, coordinates efforts with other staff and departments. Maintains equipment and software for those rooms.
- Develops, plans, and implements programs with a focus on emerging technologies for children, teens, adults, and intergenerational audiences that could be presented in or outside the Library. These programs should be responsive to community needs while sparking interest, curiosity, and fun, inspiring patrons to embrace their interests and ignite their creativity.
- Maintains and critically analyzes a host of ongoing programs while introducing new offerings
- Acts as a mentor by connecting patrons and staff with information, tools, and resources to pursue their passions.
- Seeks out and engages with community groups to promote the library and maker services.
- Provides library tours and presentations on library services.
- Develops and maintains partnerships with outside organizations and community groups.
- Assist, on occasion, on the public service desks providing customer service, which can include electronic reference.
- Works with the Library Director to oversee the Makerspace and Audio-Visual room budgets for the Library. Supports staff with purchasing and makes recommendations for service and equipment improvements in the Makerspace.
- Assists and instructs patrons on library resources.
- Assists patrons in the makerspace rooms with a variety of machinery, including 3D printers, paper cutting machines, audio-visual equipment, sewing and embroidery machines, etc.
- Maintains confidentiality in all patron and staff interactions



Kennett Library

- Creates comprehensive maker programming kits, providing training to staff, customers, and any interested parties.
- Demonstrates an interest in and ability to use and troubleshoot technology of all kinds while helping patrons in the makerspace and while on the public or circulation desk
- Serves as an effective team member by providing leadership support to the library through collaborative problem solving and decision making
- Demonstrates flexibility to change direction/priorities based on community need
- Provides input on policy and procedure as needed
- Maintains and cultivates contact with the general community, the school district, local businesses, other area libraries, the state library associations and other professional organizations as warranted.
- Performs other job-related duties and projects as assigned

Qualifications/Requirements:

- Bachelor's degree is required. Master's degree is preferred.
- Strong planning, organizational, and coordination skills.
- Excellent communication skills, demonstrates a "whatever-it-takes" work ethic, and models an excellent customer service attitude
- Bilingual in English and Spanish is a plus in serving our diverse community.
- Highly developed verbal and written communication skills and the ability to present effectively to small and large groups.
- Possess community relations skills and the ability to communicate and work effectively within a diverse community.
- Exceptional interpersonal skills and the ability to interact effectively with community leadership, staff, Board members, donors, and/or volunteers in a wide range of roles.
- Ability to work within deadlines.

Technology Skills:

To perform this job successfully, an individual should have:

- Intermediate/Advanced Microsoft Office skills
- Knowledge of various computer coding languages and demonstrated use for programming purposes
- Ability to learn audio/visual recording techniques

Physical Demands:

While performing the duties of this position, the employee is frequently required to sit; and work office machinery. The employee will need to stand, walk, climb stairs, push or carry items weighing



Kennett Library

approximately 25 pounds. On rare occasions, the employee will need to reach above shoulders, bend at the waist or work while bent at the waist, kneel, stoop, crouch or squat, and lift items.

Work Environment:

- The noise level in the work environment is usually quiet to moderate.
- Work will be performed in a variable environment. Staff member must be able to work unsupervised.

Other:

- Ability to work extended hours, as necessary, evenings and weekends.

Salary:

- Commensurate with experience with a range of \$40-\$50,000 annually.
- Competitive benefits package including medical, dental, and vision.
- Library contributes 6% of salary to retirement account.

Applications:

Applications accepted immediately and interviews will begin late September. Please email cmanna@ccls.org with a resume and cover letter.

The Kennett Library is an Equal Opportunity Employer.

All employees and qualified applicants will receive consideration for employment without regard to race, color, religious belief, sex, age, national origin, disability, sexual orientation, veteran status, genetic information or any other category protected by the law.

The Kennett Library will make all reasonable accommodations in the application and employment processes.

Begin your journey here!



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