

Makerspace Supervisor- Full-time position

Supervisor: Branch Supervisor

Pay Rate: Grade 6- \$46,654.40 - \$48,547.20 plus benefits

Job Summary

St. John Parish Library is seeking a dynamic and innovative Supervisor for a Makerspace located in the new Reserve branch library opening in early 2024. As the Supervisor of the Makerspace, you will play a vital role in curating and overseeing a collaborative and creative environment where library patrons can engage in hands-on learning, experimentation, and innovation. This position will be integral to the success of this state-of-the-art library and the engagement of the community in its use.

Job Functions

A position may not include all the work examples given, nor does the list include all that may be assigned.

1. Makerspace Operations: (appx. 30%)
 - Lead the day-to-day operations of the Makerspace, ensuring a safe, inclusive, and organized environment for users.
 - Maintain equipment, tools, and materials, ensuring they are in good working condition and available for use.
2. Programming and Workshops: (appx. 20%)
 - Plan, organize, and facilitate a variety of maker-focused workshops, classes, and events that cater to different age groups and skill levels.
 - Collaborate with library staff and community partners to design engaging programs that align with educational and technological trends.
3. Patron Engagement and Assistance: (appx. 25%)
 - Provide guidance and support to Makerspace patrons, assisting them with project ideas, troubleshooting, and technical skills.
 - Foster a welcoming and collaborative atmosphere that encourages patrons to explore their creativity and develop new skills.
4. Outreach and Community Building: (appx. 10%)
 - Develop and maintain partnerships with local schools, organizations, and businesses to promote the Makerspace and its offerings.
 - Represent the library at community events, showcasing the Makerspace's capabilities and opportunities.
5. Staff and Volunteer Supervision: (appx. 5%)
 - Recruit, train, and manage a team of Makerspace assistants and volunteers, delegating tasks and responsibilities effectively.
6. Resource Management: (appx. 5%)
 - Monitor Makerspace budgetary needs: tracking funds for equipment upgrades, supplies, and program development.
 - Keep track of inventory and equipment maintenance, ensuring resources are utilized efficiently.

- Be creative in sourcing and use of supplies.
7. Develop and implement usage guidelines, safety protocols, and policies for Makerspace activities: (appx. 5% but higher to begin)
- Create an incremental training program which is specific to each piece of equipment and delineates who can use which tools and supplies.
 - Dedication to modeling and prioritizing safety equipment and techniques always.
 - Work with administration and supervisor to determine policies for the use of the facility.

Skills and Abilities

- Strong organizational skills and attention to detail, along with the ability to multitask and prioritize effectively.
- Excellent communication and interpersonal skills to interact with patrons, staff, and partners.
- Knowledge of and experience using and troubleshooting a variety of maker tools and technologies.
- Knowledge of current trends in educational technology, DIY culture, and creative innovation.
- Leadership experience and the ability to motivate and guide a team.
- Experience working with a diverse public in a library setting.
- Motivated self-starter
- Public speaking and presentation comfort-level and ease

Minimum Qualifications

Bachelor's degree in a related field is preferred: Library Science, Arts, Education, Engineering. Degree or certification from a community or technical school could substitute. Two (2) years of college is required.

Ideal candidate will excel in the following five (5) Core Professional Attributes that contribute to the success of the St. John Parish Public Library.

Accountability – Making a commitment to the organization, meeting obligations, adhering to policy, and accepting responsibility, demonstrating personal integrity, earning trust, modeling ethical behavior, and understanding perceptions of behavior.

Communication – Expressing ideas, listening for understanding, giving feedback, and facilitating open communication.

Customer Service – Meeting customer expectations, providing proactive service, resolving customer concerns, managing customer expectations, and following up to ensure satisfaction.

Initiative – Identifying what needs to be done, taking action, adding value and participating in change.

Teamwork – Contributing to the team, working cooperatively, resolving conflict, building team capability and celebrating success.

Supplemental Information:

Physical Activities

N = Never; R = Rarely (Less than 25%); O = Often (25% - 75%); A = Always (More than 75%)

Standing	O	Sitting	O
Walking	O	Bending	R
Stooping	R	Kneeling	R
Crawling	R	Climbing	R
Typing	O	Grasping	O
Talking	O	Hearing	A
Repetitive motions of hands/wrists	R	Handing	O
Repetitive motions of feet	R	Reaching	O

Average number of pounds through a normal day that are pushed, pulled, etc. and the distance over which the weight is moved:

Activity	Average Number of Pounds	Distance Weight is Moved
Pushing	50	200 ft
Pulling	50	200 ft
Lifting	30	200 ft
Carrying	30	200 ft

Examples of physical activities required in this position:

Packing and unpacking boxes, pushing carts and dollies.

Standing and walking for extended periods while leading programs.

Talking to groups of all ages and backgrounds.

Using a variety of types of tools and equipment from hand tools (hammers, screwdrivers, drills, etc.) to large, high-tech equipment such as laser cutters and sublimation printers.

Possible Hazards (chemicals, dangerous machinery, etc.)

Machinery and equipment with moving and cutting parts, heated tools such as glue guns and soldering irons, sharp tools such as craft knives and scissors.

Chemicals and supplies necessary in the use or maintenance of equipment.

(continued)

To apply for this position, send a St. John the Baptist Parish Library application, cover letter, resume, and answers to three (3) supplemental questions to Amy Riche, Assistant Library Director, ariche@stjohnlib.com by October 9, 2023 at 5pm.

Supplemental Questions:

- 1. What is your favorite type of "making" or crafting and why?*
- 2. What are some best practices when demonstrating and teaching others how to do a hands-on activity?*
- 3. What do you see as potential benefits of a makerspace in a public library?*

9/2023