

EXTERNAL JOB POSTING

DATE: May 9, 2025

POSITION: Library Technician 2 – Makerspace Associate

HOURS of WORK: Part-Time (22.5 hours per week)

RATE of PAY: \$29.17 – 32.82 (2025 rates)

EDUCATION & EXPERIENCE:

- Completed 2 Year College Diploma in a relevant technology or multimedia program or relevant experience at the discretion of the CEO.
- Minimum of one year recent relevant experience and 6 months to one year customer service experience. Demonstrated experience in troubleshooting (problem solving Maker issues and/or customer service).
- Experience with and enthusiasm for a variety of creative technologies and software (including but not limited to photo, video, or sound editing; sewing, embroidery; animation; etc.).

PREFERRED SKILLS:

- Aptitude for solutions-based thinking and taking initiative.
- Strong interpersonal and communication skills, both verbal and written.
- Proven knowledge and experience using multiple operating system environments.
- Proven experience using maker tools.
- Exemplary customer service skills demonstrating a high level of motivation, flexibility, creativity, initiative, and responsibility.
- Ability to establish and maintain collaborative working relationships with library staff and customers.
- Demonstrated ability to meet the required core competencies and key duties.
- Ability to carry pieces of equipment/hardware and boxes of materials, bending, stretching and computer keyboarding.

POSITION RESPONSIBILITIES:

- Oversees the day-to-day operations of the Makerspace, ensuring supplies are replenished and equipment is maintained.
- Maintains a clean, safe, and welcoming environment for the Makerspace.

- Assists with the maintenance, troubleshooting and upgrading of the Library's Makerspace computers, software, and peripherals.
- Provides proactive customer service to Makerspace customers; including: guidance and assistance, recommending appropriate materials/techniques, and instructing on the use of resources and equipment.
- Assists with developing and delivering ongoing staff training for the Makerspace and its offerings.
- Promotes the Makerspace through tours, outreach, demonstrations, presentations, program support, and displays.
- Coordinates with other programming staff on Makerspace usage or media support for shared programs/class visits.
- Provides technical support and training for staff and public.
- Stays abreast of emerging trends and recommends plans to continuously evolve and improve the space and service offerings. Completes research assignments as requested.
- Generates and maintains documentation.
- Other Library duties as assigned.

ADDITIONAL INFORMATION

For further information about this position, contact **Sarah White, Manager of Public Services** at swhite@scugoglibrary.ca

APPLY BY EMAIL

swhite@scugoglibrary.ca

APPLICATION DEADLINE

Friday, May 23rd, 2025

HOW TO APPLY

Applicants for this position must submit an up-to-date resume, accompanied by a covering letter stating the position and the **reference # 2025-01**. Incomplete submissions will not be accepted.