**JOB DESCRIPTION**

****

|  |  |
| --- | --- |
| *Job Title:* | Makerspace Volunteer |
| *Reports to: Position:* | Library Assistant – Makerspace Specialist |
| *Location:* | Marion Public Library |
| *Start Date: Date:* |   |
| *Team**Option:* |  N/A |

|  |
| --- |
| **Job Summary** |
| With the dynamic Makerspace, which includes the Recording Studio and Green Screen Room, that the Marion Public Library (MPL) offers, the MPL needs your help with patron use and learning of the various offerings we provide. This may include setting up, assisting with programs and events, assisting patrons during use, or assisting with cleaning up. Our Makerspace will be available to patrons during various times the library is open. With this job, you will have the opportunity to participate in the behind the scenes works of the library as well as working with the public. This position is great for someone who wants to be involved with patrons of all ages and has an artsy side that they would love to share. |

|  |
| --- |
| **This position is for you, if…** |
| * You enjoy working independently as well as with others
* You would like to learn more about library operations
* You would like some interaction with patrons with the use of Makerspace, Recording Studio, and Green Screen Rooms
* You want to share your creative side
* You want to work with our staff
* You love to organize
* You don’t mind messes
* You enjoy being on your feet
* You feel comfortable using a computer
* You feel comfortable asking for help
* You love your Marion Public Library!
 |

|  |
| --- |
| **Knowledge and Skills** |
| * Patience, flexibility, and curiosity
* Ability to work with minimum supervision
* Basic computer skills
* Attention to detail
* Ability to work both independently and with others
* Ability to keep confidential all program attendees and any patron, stakeholder, and donor information learned while volunteering
* Ability to work congenially with staff, the public, other volunteers and to convey a positive, friendly attitude
 |

|  |
| --- |
| **Essential Functions & Physical Abilities** |
| * Ability to sit or stand for long periods of time
* Ability to bend, stoop, reach, stand, push, pull as required
* Physical agility, strength, and dexterity necessary for handling library materials, including but not limited to retrieving, shelving, lifting, and moving library materials
* Ability to lift up/push to 35 pounds
* Reasonable accommodation may be provided to enable individuals with disabilities to perform essential functions.
 |

|  |
| --- |
| **What you will be trained on** |
| * Confidentiality Training
* Relevant library policy (i.e. Programming Policy)
 |

|  |
| --- |
| **Required Background Checks** |
| * Sex Offender Registry
* General Background Check
 |