



Stouffville Library

www.wsplibrary.ca

2 Park Drive, Stouffville, ON L4A 4K1

905-642-READ (7323)

Makerspace Assistant, Part-Time, CUPE

(Job # WSPL-002-25)

Status:	Part-time
Date Open:	January 30, 2025
Date Closing:	February 20, 2025
Scheduled hours/shifts:	up to 20 hours per week – this position requires full availability for mornings, afternoons, evenings, and weekends.
Salary:	Grade 3, Step 1 \$17.591 (2025 rate)

Position Purpose

Under the direction of a Coordinator, the Makerspace Assistant is responsible for the development, execution, and evaluation of Makerspace programs.

Duties & Responsibilities

1. Provides pro-active customer service to users of the Makerspace.
2. Works mornings, afternoons, evenings, and weekends as scheduled.
3. Under the guidance and direction of a Coordinator, develops and conducts Makerspace programs for all ages.
4. May create content for approval by the Coordinator for social media posts and print marketing.
5. Monitors supplies and advises Coordinator when restocking is required.
6. Maintains statistics as required.
7. Other duties as assigned.

Qualifications and Requirements

1. Completion of High School Diploma and Vulnerable Sector Screening.
2. Experience with STEAM and STEM programming an asset.
3. Creative and socially confident.
4. Knowledge of digital and maker technologies.
5. Excellent customer service skills and the ability to work with a diverse group of people.
6. Understands the developmental needs of children, teens, and adults.

7. Excellent English language skills, both oral and written.
8. Excellent communication, customer service, public relations, problem-solving, and interpersonal skills. The ability to establish and maintain effective working relationships with staff and the public.
9. Superior organizational skills, with the ability to multitask and to prioritize work assignments.
10. Self-motivated with a professional attitude.

How to apply

Please forward your resume in confidence by February 20, 2025 at 4:30 p.m. identifying **Job# WSPL-002-25 – Last Name, First Name** in the subject line to careers@wsplibrary.ca . Please ensure your application is saved in one single document in PDF format.

Committed to diversity and a barrier-free environment: Stouffville Library is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection process and as we grow, it is important that our workforce reflect the citizens we serve. At the Library, we respect, encourage, and celebrate our diversity. If contacted for an employment opportunity, please advise if you require accommodation.

We thank all applicants for their interest in this position, however, only those applicants selected for an interview will be contacted.