

## **OUTREACH CREATIVE SPACE ASSOCIATE II**

**Full time position available at Main**

**Class:** LS2

**Status:** Non-Exempt

Boone County Public Library is seeking a motivated individual with a positive attitude for the position of Outreach Creative Space Associate. Under the general direction of the Outreach Manager, the Creative Space Associate is responsible for providing mobile library technology services to children and adults of all ages. The Creative Space Associate interacts extensively with the public and other staff members. This position will work 40 hours per week which includes days, nights and occasional weekend hours.

**As an Outreach Creative Space Associate, a typical day may include the following...**

- ✓ Enforces policies and procedures regarding safety in order to maintain a creative, safe and fun environment in the Mobile Boone Innovation Lab and surrounding areas.
- ✓ Deliver technology related instruction and support to individuals or groups of library customers within Boone County.
- ✓ Develops and implements makerspace programs, services and projects for all ages at various sites within Boone County.
- ✓ Process, install, configure, maintain and troubleshoot new and existing library technology equipment as assigned.
- ✓ Perform job related administrative tasks, such as maintaining session statistics, granting and recording customer privileges, scheduling support appointments and maker kits, etc.
- ✓ Collaborates with the Outreach Creative Space Specialist in the creation of lesson plans, supplementary materials, and documentation related to the use of publicly available library technology.
- ✓ Share technology news and items of interest relevant to staff on internal communication resources.

Perform related duties as assigned

**This job maybe a good fit for you if you have...**

Undergraduate degree in a related field, 1-2 years related work experience **OR**

Equivalent combination of education, training, and work experience that will provide the required knowledge, skills and abilities

### **SKILLS and ABILITIES**

Experience installing and troubleshooting software and hardware, including 3D printers and other maker technology.

Passion and knowledge about the use of technologies to support creative, engaged learning.

Sound organizational skills and an ability to recognize and change work priorities in a timely fashion.

An experienced practitioner and mentor in the making processes that accommodates a diverse population of users and learners.

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Exposure to basic programming and one board computers such as arduinos, raspberry pi, etc; or ability and interest to learn.

Comfortable with a hands on approach, particularly an ability to improvise with audiences of varied ages, the use of hand tools, electronics, computer software, hardware and various other technologies.

Interest and abilities in physical computing, open source hardware and software, video and audio production, and desktop fabrication.

Perform library-related work as assigned for the efficient and effective operation of the mobile branch.

Working knowledge of standard reference resources and materials.

Ability to operate a large motor vehicle.

Valid Drivers License and good driving record.

Travel to various sites with Boone County (branches, schools, nursing homes, community stops and centers, etc).

Ability to deal tactfully and effectively with the public and other staff members.

Ability to work under minimal supervision.

Ability to communicate effectively verbally and in writing; strong presentation skills.

Proficiency with computers, the Internet and various software programs, such as Microsoft office, Google applications.

### **PHYSICAL DEMANDS**

Light to medium work [lifting, pushing or pulling 20-50 lb. maximum]

Reaching, bending, kneeling and crouching to retrieve and replace library materials

Movement throughout the facility locating/retrieving materials and assisting users for 4-8 hour shifts

Talking/reading aloud to groups for 30-45 minutes, more than one time per day

Handling and manipulating library materials; pages, cards, forms, etc

Operating computer and audiovisual equipment

Operating a large motor vehicle

Visual acuity sufficient to identify materials on shelving up to 90 inches in height and to read primarily typed or printed text in a variety of type sizes

### **What we have to offer...**

\$15.25 per hour, Salary commensurate with education/experience. Excellent benefits package, which includes health, dental and vision coverage at no cost to employee, and participation in the County Employees Retirement System.

**If you have what we're looking for in this position, send cover letter, job application and resume to:**

Human Resources Director  
Boone County Public Library  
1786 Burlington Pike  
Burlington, KY 41005  
E-mail: [jobs@bcpl.org](mailto:jobs@bcpl.org)

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Fax 859-689-0410

**Position will remain open until filled.**