

**LIBRARY ASSISTANT II - MAKERSPACE**  
**PART TIME Position**  
**Job Description**

**Library Introduction**

The Haverford Township Free Library (HTFL) is located in Haverford Township, which is the 5<sup>th</sup> largest township in the Commonwealth of Pennsylvania in the outskirts of Philadelphia. Our friendly and professional staff is dedicated to providing stellar customer service and informational resources to all people. HTFL is one of the largest of the 28 Delaware County Libraries (DCL). HTFL is a vital and active leader within the library community.

**Position Definition:**

To assist in creating a welcoming, pleasing, creative, vibrant and dynamic space for individuals of all ages in the MakerSpace. The Library Assistant II works under the direct supervision of the Library Director and the MakerSpace Librarian to keep the MakerSpace running smoothly during daily operations. Performs a wide variety of general library work to assist customers in using the MakerSpace's services and facilities, and in the daily operational needs of the Library including other departments.

**Primary Responsibilities:**

- This role supports makerspace users, ensures equipment readiness, and helps maintain a safe, organized, and welcoming environment during open lab hours and scheduled activities
- Assists with and, eventually, leads introductory programs in MakerSpace tech usage and other programs as assigned by the MakerSpace Librarian with space to grow and contribute to creation of new programs.
- Provide on site coverage during assigned shifts and serve as a point of contact for patrons and staff
- Assist users with general questions related to makerspace policies, equipment use, and safety expectations
- Support set up and breakdown for makerspace activities, including classes and open lab hours
- Follow established procedures to ensure smooth daily operations and escalates issues as needed
- Assist with routine equipment checks and basic troubleshooting
- Monitor makerspace activity to ensure compliance with safety protocols
- Maintain a clean, organized, and functional workspace
- Report equipment issues, safety concerns, or maintenance needs to the MakerSpace Librarian
- Assist with tracking and restocking materials and supplies
- Support adherence to established procedures and documentation practices
- Provides a welcoming atmosphere to all customers
- Knowledgeable in HTFL Policies and Procedures

**Additional Duties:**

- May assist in training new library assistants on MakerSpace policies and procedures
- Participates in staff meetings to discuss and resolve problems, discuss ideas for improvement, and keep updated on library plans and activities

- Maintains the MakerSpace area in clean and orderly fashion by maintaining displays, table surfaces, hand-outs/literature both inside the library and the lobby area, and the cleaning of computer monitors/keyboards
- May occasionally fill in on other service desks (circ, youth services) as needed
- Ability to establish and maintain effective working relationships with Managers and co-workers and work effectively as a member of a team
- Meets, communicates, and deals with the public in a calm, pleasant, constructive, and courteous manner
- Works with accuracy and maintains customer record confidentiality

**Qualifications:**

- Two years of college preferred; will consider high school diploma or GED and experience
- One-year work experience dealing with the public
- Understanding and interest in new technologies (3d printing, laser cutting, podcasting, consumer robotics, coding etc.) and openness to learning new skills
- Experience and/or comfort working with children and teens a plus
- Stellar customer service skills
- Creativity and flexibility
- Computer literate

**Wages/Salary**

\$18.00/Hour, 30 hours per week. Weekly hours will include one weekend a month and 1-2 evenings a week

**Application Process:**

To be considered; please send a cover letter, resume, and the name, title, and contact information of three professional references to: Julie Schultz at [jobs@haverfordlibrary.org](mailto:jobs@haverfordlibrary.org) by May 8, 2026.