



ZION-BENTON PUBLIC LIBRARY

Job Title: Sandbox Associate I

Position Reports to: Sandbox and Young Adult Coordinator

Details: Full time, non supervisory position

Nature and Scope of Position:

We are looking for a team member who has excellent communication and social skills; has a positive outlook; is outgoing; and is flexible with change. The ideal candidate enjoys iterative learning and trying new things related to the maker movement, works well teaching/mentoring adults, teens, and children, displays great interest and significant comfort with technology and making, and enjoys completing independent projects.

Essential Functions and Responsibilities:

- Design and present STEAM/Maker programs including 3D printing, sewing, robotics, vinyl cutting, basic coding, laser cutting, and more.
- Staff the Sandbox during drop-in times
- Use existing and learn new technologies for developing engaging STEAM opportunities for teen, children, and families
- Collaborate to create large scale events and implement library-wide programming
- Promote library resources and programs through creative and artistic marketing efforts
- Cultivate mutually beneficial partnerships with local organizations
- Manage STEAM kits
- Monitor and update play items and resources in the department
- Monitor the department space to ensure the safety of all patrons
- Participate in school visits and plan off-site programming
- Apply for and secure outside funding for special projects
- Stay up to date on books, movies, technology and pop culture
- Participates in staff, department and other professional meetings related to job responsibilities, as assigned
- Staff the Youth and/or Adult Service Desks
- Perform other duties as assigned

Essential Knowledge, Skills, Abilities:

- Ability to provide outstanding customer service
- Proven ability to connect with children, families, and young adults of varying demographics and developmental needs



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- Knowledge of technology including computers, basic coding, 3D printing
- Ability to design inclusive programs and celebrate diversity
- Professional demeanor and a team mentality
- Ability to collaborate with staff to develop and implement long and short range plans
- Ability to work independently, set priorities, adapt as needed and see projects through to completion
- Ability to work within a budget to purchase program supplies
- Skills in decision making and creative problem solving
- Proven ability to plan and execute successful programs
- Ability to handle multiple activities or interruptions at once
- Ability to deal calmly and effectively with a wide range of individuals, in some cases under busy conditions
- Ability to develop, create and analyze statistical reports
- Creative outlook with fresh ideas to engage patrons
- Proficient in the use of current library and office technologies
- Patience and skills to provide training that enables patrons at all levels to understand and use technologies, products and services
- Ability and desire to represent the library on community task forces, committees and at community & professional events
- Effective oral and written communication skills in English
- Fluency in Spanish language preferred
- Must have a valid driver's license with reliable & insured transportation

Education and Experience:

- Bachelor's Degree, LTA or equivalent combination of education and experience
- Experience working in a school, museum, public library, or other learning organization required
- Experience working with teens, children, and families required

This is a full time position with paid vacation, holidays, sick and personal time, insurance and retirement benefits. Schedule requires day, evening and weekend hours. The pay range for new hires in this position is \$28,080 to \$34,710. Offers are made within this range based on competencies and experience. Excellent benefits are also provided.

Deadline to submit resume, letter of interest and three professional references: January 20th by 5:00 PM. Send to Ms. Dawn Abron, Sandbox and Young Adult Coordinator to dabron@zlibrary.org



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Zion-Benton Public Library District is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.