



www.wsplibrary.ca
2 Park Drive, Stouffville, ON L4A 4K1
905-642-READ (7323)

Makerspace Coordinator

(Job # 2025-095-IE)

Department:	Library
Status:	Full-Time, Permanent
Date Posted:	October 14, 2025
Date Closing:	October 28, 2025, 4:00 p.m.
Number of Positions:	1
Scheduled Hours/Shifts:	35 hours per week - this position requires the employee to regularly work evenings and weekends.
Salary:	\$64,716 - \$78,737 annually
Flexible Working Arrangements:	No

WHY Stouffville:

Working for the Town of Stouffville means being a part of one of HRD Canada's Best Places to Work. Here, we foster a sense of belonging as a tightknit workforce. The Town is dedicated to supporting employees by offering competitive wages, opportunity to participate in OMERS pension plan, flexible schedules, complementary gym membership and access to our employee discount program.

Join our innovative Library Team as a Makerspace Coordinator and play a key role in bringing creative and digital experiences to our community. In this dynamic position, you'll manage and support our Makerspace and Recording Studio services, delivering engaging programs for all ages while fostering digital literacy. If you're organized, tech-savvy, and passionate about empowering people through hands-on learning, this is your chance to make a meaningful impact. Be part of a collaborative team dedicated to innovation, inclusivity, and community connection!

We are committed to being an equal opportunity employer, supportive of an inclusive, barrier-free recruitment and selection process and as we grow, it's important that our workforce reflects the citizens we serve. At the Town, we respect, encourage, and celebrate our diversity. If contacted for an employment opportunity, please advise if you require accommodation.

Position Purpose:

Under the direction of the Manager, the Makerspace Coordinator is responsible for managing all lendable technology and Makerspace equipment, coordinating and delivering programs and events for all ages, and providing leadership and training to both staff and the public. This role includes community outreach, marketing support, and monitoring supplies and equipment usage to ensure efficient operations. The Coordinator also oversees daily library functions as the Person-in-Charge when senior staff are unavailable, contributing to the achievement of the Library's strategic goals in a fast-paced, service-focused environment.

Qualifications and Requirements:

- Library & Information Technician Diploma, or completion of a 3-year university degree with library training and current Vulnerable Sector Screening.
- Minimum 1-year experience in the delivery of programs, ideally in a library environment. Experience with STEAM and STEM programming an asset.
- Experience in developing, preparing, implementing, and conducting programs and events for customers of all ages.
- Excellent customer service skills and the ability to work with a diverse group of people.
- Understands the developmental needs of children and teens and can prepare programs and events accordingly.
- Strong knowledge of the reference interview and reader advisor's advisory techniques.
- Familiarity with the range and scope of information, both electronic and non-electronic, found in a public library. Ability to use a wide variety of library-oriented information sources (public access catalogues, electronic databases, the Internet).
- Advanced proficiency in Microsoft Office applications, computers, Maker and Recording Studio Equipment, and mobile devices, with thorough knowledge of current digital technology trends and social media platforms.
- Excellent English language skills, both oral and written.
- Excellent communication, customer service, public relations, problem-solving, and inter-personal skills. The ability to establish and maintain effective working relationships with staff and the public.
- Superior organizational skills, with the ability to multitask and to prioritize work assignments.
- Self-motivated with a professional attitude.
- Class G Driver's License in good standing and reliable vehicle to use on Library business when required.
- This position is required to take every reasonable precaution in the circumstances for the protection of the health and safety of the worker.

How to apply:

Please forward your resume in confidence **October 28, 2025, 4:00pm.** identifying **Job # 2025-095-IE** in the subject line to hr@townofws.ca.

Please save your resume in PDF version and save the document in the following format: *Full name, Position Title*

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