



JOB OPENING

JOB TITLE	Makerspace Coordinator
POSTING DATE	November 20, 2024
CLOSING DATE	Open Until Filled
DEPARTMENT/DIVISION	Special Services/Cultural Arts
EMPLOYMENT STATUS	Part-Time
START DATE & WORK SCHEDULE	ASAP 10-25 hours per week. Daytime, evenings, and weekends as needed.
SALARY	\$16 - \$18.50 hr
PREVIOUS WORK EXPERIENCE	Clerical and customer service experience required. Interest and experience in the arts or crafts preferred.
EDUCATION:	High school Diploma or equivalent preferred.
SPECIAL SKILLS & TRAINING	Excellent telephone and customer service skills. Must be able to multi-task, attend to details, and demonstrate good organizational skills. Must work well individually and as part of a team. Proficiency in Microsoft Office Suite preferred. This position requires the ability to lift more than 50 lbs.
BASIC RESPONSIBILITIES	Oversee the day-to-day operations of The Hawk Makerspace front desk. Greet and check-in pass holders and students; general clerical duties; schedule checkout courses; prepare registrations, pass holder signups and renewals; prepare the daily cash reports. Provides excellent customer service in person, via email, and over the phone to patrons. Maintain a clean and welcoming entrance to the maker space. Assist in training maker space assistants. Other duties as assigned.
HOW TO APPLY	All candidates must complete a City of Farmington Hills employment application . Applications are located at www.fhgov.com or in the Human Resources Department at City Hall (31555 West Eleven Mile Road Farmington Hills, MI 48336). Please email the completed application and supporting documents to hr@fhgov.com or in person to the HR Department for consideration. Current employees should submit a letter of interest to Human Resources.

EQUAL OPPORTUNITY EMPLOYER