



## Position Vacancy

RFP #26-056-01

**Position:** Children's Experience Specialist/Makers & Crafts

**Department:** Library

**Salary Range:** L-7: \$22.66 – \$31.69 per hour

**Schedule:** 20 hours/week, including 1 evening per week and alternating Fridays/Saturdays



This position is covered by the Collective Bargaining Agreement between the City of Framingham and SEIU, Local 888 Library Union.

The Framingham Public Library is seeking a creative, energetic, and community-centered Children's Experience Specialist: Makers & Crafts to join our Children's Experience team.

Located just 20 miles west of Boston, the Framingham Public Library is a recognized leader in collaborative programming and innovative public service. Our system includes a 53,000-square-foot Main Library, a 17,000-square-foot Branch Library, and a Bookmobile serving the community beyond our walls. We are committed to access, equity, creativity, and lifelong learning for all.

This is an exciting opportunity for someone who loves working with children and families, believes in the power of hands-on learning, and thrives in a lively public library setting. The ideal candidate brings warmth, flexibility, imagination, and a passion for creating meaningful experiences for children through crafts, making, story times, and discovery-based programming.

*The City of Framingham is currently a 100% onsite work environment.*

- Position will remain open until filled. Priority will be given to those who apply within the first 21 days.
- The Framingham Public Library Main Branch is located at 49 Lexington Street, 01702, in downtown Framingham, and is accessible by the [MBTA Commuter Rail](#) and the [MWRTA](#).
- The McAuliffe Branch Library is located at 746 Water Street, Framingham MA 01701
- The City of Framingham offers a robust benefits package and is an eligible employer for the [Federal Student Aid Public Service Loan Forgiveness Program](#).
- We seek to hire a candidate who shares our commitment to Framingham and values civility, collegiality and working in a coordinated team environment to serve the City of Framingham.
- The City of Framingham is an Affirmative Action Equal Opportunity Employer.

### **Position Purpose:**

The Children's Experience Specialist serves as an integral member of the Children's Experience team, providing welcoming, high-quality library service to Framingham's vibrant and multicultural community. This position helps foster curiosity, creativity, and connection through customer service, makerspace engagement, programming support, and collection work. The successful candidate will embrace innovation, adapt to changing community needs, and contribute enthusiastically to all aspects of children's library service.

This position requires evening and weekend hours.

### **Essential Functions:**

*The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

1. Provides outstanding customer service to children, families, caregivers, and staff in a welcoming and inclusive environment.
2. Protects the confidentiality of patron records in accordance with library policy and Massachusetts General Law.
3. Performs circulation duties, including patron registration, check-in/check-out of materials, fine collection, and management of reserves.
4. Develops and supports makers-focused programming that encourages creativity, experimentation, and innovative thinking, particularly in alignment with STEAM learning.
5. Plays a leading role in children's programming within FPL's all-ages makerspace, the **Spark Lab**, and contributes to its continued success and growth.
6. Assists children and caregivers in locating materials and information using print and digital resources.
7. Helps plan and facilitate craft activities, STEAM programs, and baby and toddler story times.
8. Supports collection development for children from birth through age 12, with particular attention to makerspace and creativity-focused materials.
9. Maintains attractive, engaging, and relevant displays that promote children's materials in a variety of formats.
10. Participates in shelf reading, weeding, and general upkeep of the children's collection and public spaces.
11. Troubleshoots library technology and equipment as needed.
12. Views change as an opportunity for improvement and contributes ideas that strengthen library services, efficiency, and user experience.
13. Actively contributes to the library's culture of innovation by suggesting emerging technologies, service improvements, and new approaches to children's services.
14. Collects and maintains accurate statistics as required for ARIS reporting and other administrative needs.
15. Participates in library committees and working groups as assigned, including active involvement on the Makerspace Committee.
16. Performs other related duties as assigned in support of library operations and public service.

### **Qualifications:**

- Bachelor's degree required.
- Two or more years of library service experience preferred, or any equivalent combination of education, training, and experience.
- Must complete coursework in Children's Literature at an accredited institution. This coursework may be completed within one year of hire.
- Knowledge of:
  - Integrated Library Systems (ILS), Innovative Sierra preferred
  - Library electronic resources and technologies
  - Strong Customer service practices
  - Children's literature, learning and developmental needs
- Ability to:
  - Build positive, effective relationships with children and caregivers
  - Work successfully in a busy, fast-paced public service environment
  - Demonstrate humor, tact, flexibility, creativity, and initiative
  - Learn new technologies, software, and equipment quickly
  - Adapt to change and contribute positively to the mission of the library
- Skills:
  - Public speaking, writing, and organization
  - Planning and presenting engaging activities for children
  - Social media and promotional tools
  - Spanish and/or Portuguese language skills are highly desirable

**Physical Demands:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.*

- Ability to retrieve materials from shelves at various heights.
- Ability to move about the library and interact frequently with patrons.
- Ability to lift up to 25 pounds and occasionally more.

**Supervisory Received:**

The Children's Experience Specialist is supervised by the Head of Children's Experience and the Assistant Head of Children's Experience.

**Supervision Given:**

The Children's Experience Specialist does not supervise any employees.

**Work Environment:**

Work is performed primarily in an office environment with normal office noise and traffic.

**Occupational Risk:**

Duties of the position generally present little to no risk to the employee.

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