



JOB OPENING

Title: DiscoveryWorks Manager

Grade: 26 (exempt; NBU)

Hourly rate range: \$25.76 – 37.41, DOQ/E

Hours per week: 37.5 hours per week
Schedule will include daytime, evening, and weekend hours.

Description: Directs and manages the DiscoveryWorks department. DiscoveryWorks is an interactive STEM discovery center providing exhibits, interactive experiences, and activities for kids of all ages. The newly redesigned 3,000 square foot space sees over 100,000 visitors each year. *See attachment for a complete job description.*

Qualifications: Previous work experience teaching children. Experience in an informal education environment, museum, or child-centric business is highly desirable. Seasoned level of managerial experience. Bachelor's degree required, preferably in education or science related field.

Benefits: Includes paid vacation and sick leave. Eligible for healthcare coverage.

To apply: Send cover letter and resume to hr@avonlake.lib.oh.us

Application deadline: June 12, 2026

Avon Lake Public Library is an affirmative action/equal opportunity employer and public service agency

JOB DESCRIPTION

Job Title: **DiscoveryWorks Manager**
Grade: 26

FLSA Status: Exempt / Salaried
Date: 05.29.2026

PURPOSE

- Directs and manages the DiscoveryWorks department, supporting the mission of the Library, meeting the needs of the community, and assuring the highest level of customer service satisfaction, both internally and externally.

ESSENTIAL JOB FUNCTIONS

1. Direct and manage DiscoveryWorks staff. Interview, select, orient, train, coach and assure performance and morale. Maintain staffing and performance levels through standard hiring practices, job training and performance management.
2. Schedule staff to assure appropriate and adequate coverage.
3. Assure quality service and safety for internal and external customers; resolve visitor complaints.
4. Oversee design, construction and acquisition of hands-on activities and exhibits. Monitor and evaluate their safety, effectiveness and use.
5. Assure the maintenance, repair and cleanliness of the department's physical resources. Track maintenance, repair and replacement activities for all exhibits and displays.
6. Recommend DiscoveryWorks department budget; monitor expenses.
7. Identify and relay departmental concerns to the Administration and/or other department managers/supervisors, as appropriate.
8. Be knowledgeable of and assure adherence to the Library's policies and procedures.
9. Based on community needs, develop and deliver year-round educational and hands-on programs for school groups, community groups and visitors to DiscoveryWorks. Monitor and evaluate their effectiveness and attendance.
10. Plan and coordinate occasional programming with the Children's department.
11. Collect and maintain operational data; prepare and submit summary reports.
12. Work with Marketing and Graphics on promotional pieces, graphics and displays for the department.
13. Serve as an In-Charge person, when scheduled.
14. Lead the department's planning process; establish and implement departmental objectives and programs.
15. Establish and nurture close working relationships with educational and community partners including local teachers, homeschoolers, daycare providers and scouting organizations. Assure that needs are appropriately met.
16. In agreement with Administration, represent the Library to various external organizations.

17. Work with Friends of Avon Lake Public Library, identifying needs for program support and the purchase of special materials. Monitor expenses.
18. Serve as a member of the Director's Management Team, participating in the development of operational strategy, policy and procedures. Implement organizational goals on a departmental level.
19. Participate in the orientation and training of Library staff. Serve as a professional science education resource to Library staff.
20. Maintain up-to-date knowledge and skills related to general science education and childhood development through professional reading, attendance at continuing education workshops and conferences, staff meetings and staff development activities, by monitoring germane listservs, etc.
21. Uphold the Library's mission and, at all times, impart a positive impression of the Library.
22. Be familiar with and promote the Library's collections, services and programs.

QUALIFICATIONS

Knowledge / Skills / Abilities / Personal Characteristics

- Broad general knowledge of tactile learning fields, in particular, science and art.
- Demonstrated basic understanding of multiple learning styles.
- Demonstrated supervisory and managerial skills.
- Proficient computer and data entry skills, including use of the Internet, and word processing and spreadsheet applications.
- Demonstrated interpersonal skills, including the ability to communicate and work effectively with others, including all types and ages of people.
- Demonstrated flexibility, including the willingness and ability to learn new technology, techniques and methods.
- Demonstrated attention to detail, regarding accuracy and consistency.
- Demonstrated analytical, problem-solving and organizational skills.
- Demonstrated decision-making and delegation skills.
- Experience in high volume customer service, retail or venue management.
- Ability to stand for long periods and remain calm in loud, high-energy, and fast-paced environments.

Education, Training and/or Experience

- Previous work experience teaching children. Experience in an informal education environment, museum, or child-centric business is highly desirable.
- Seasoned level of managerial experience.
- Bachelor's degree required, preferably in education or science related field.