**Position**: Brick Librarian

**Location**: The Brick Lab

**Hours Per Week**: 3-10 hours per week

**Pay Rate**: $25 hourly

**Position Overview**:

The Brick Lab is seeking a meticulous and detail-oriented Brick Librarian to join our team. As a Brick Librarian, you will be responsible for the cleaning, sorting, and organization of all LEGO® pieces used in our programs. Your attention to detail and commitment to maintaining a well-organized inventory of LEGO bricks will ensure smooth class operations and enhance the learning experiences for our students.

**Responsibilities**:

1. Create and maintain a cleaning and sanitizing schedule for the LEGO bricks and pieces used in our enrichment programs, ensuring they are in excellent condition for student use.
2. Inspect LEGO pieces and sets for any damage or missing parts, and promptly address repairs or replacements as needed.
3. Sort and organize LEGO bricks according to size, color, and/or type, using established sorting systems or guidelines.
4. Maintain an accurate inventory of LEGO pieces, keeping track of quantities and identifying any shortages or excesses.
5. Collaborate with instructors to understand their specific LEGO requirements for upcoming classes, projects, or events.
6. Prepare LEGO sets and materials for classes and events, ensuring that all necessary pieces are included and ready for student use.
7. Assist instructors in the setup and teardown of special events, ensuring that the appropriate LEGO pieces are available and easily accessible.
8. Regularly clean and organize the LEGO storage area or room, implementing effective storage solutions to maximize space and facilitate efficient retrieval of LEGO pieces.
9. Assist in the procurement and organization of new LEGO sets and pieces, keeping abreast of new releases and trends in LEGO building.
10. Collaborate with the administrative team to manage the budget for LEGO supplies and identify opportunities for cost savings or efficiencies.

**Requirements**:

1. Strong organizational skills and a keen attention to detail for sorting, cleaning, and organizing.
2. Physical dexterity and the ability to handle and manipulate LEGO bricks effectively.
3. Familiarity with various LEGO themes, sets, and building techniques is a plus but not required.
4. Excellent time management skills to ensure timely completion of cleaning and organizing tasks.
5. Ability to work independently and take initiative in maintaining a well-organized LEGO inventory.
6. Basic computer skills to track inventory and communicate with the administrative team.
7. Flexibility and adaptability to meet changing demands and handle multiple tasks simultaneously.
8. Respect for the value and importance of each LEGO piece and the role they play in students' learning experiences.
9. Passion for LEGO and its potential as an educational tool to inspire creativity, problem-solving, and critical thinking skills in students.

Joining our team as a Brick Librarian offers a unique opportunity to contribute to the success of The Brick Lab’s enrichment programs by ensuring that our LEGO inventory is clean, organized, and readily available for student use. If you possess a meticulous nature, organizational prowess, and a passion for maintaining a well-ordered environment, we invite you to apply for this role and play a vital part in creating an optimal learning environment for our students.

**To apply send your resume to** **Info@SVBrickLab.com**