

Children's Discovery Center

Job Title: Educational Exhibit Facilitator

Employment Type: Part-Time

FLSA Status: Non-exempt

Department: Guest Services

Reports To: Guest Services Manager

Job Summary

Nurture, encourage and inspire children to learn through play. Maintain exhibit galleries that are safe and clean for children and their families to explore. Work cooperatively and collaboratively with team to implement programs, in alignment with the objectives of the Discovery Center's mission and philosophy.

Essential Duties

- Facilitate play in the Center's exhibit galleries. Greet each visitor, warmly address each person as they arrive and leave each gallery with a smile and positive greeting. Engage in play with our guests, encourage and model appropriate behavior for both adults and children. Move through galleries and be approachable, attentive and responsive to audience's needs to assure each guest has a positive experience.
- Maintain highest safety standards by keeping all environments clean and free of hazardous items. Take care of details to assure galleries are tidy and exhibits are in world-class form throughout the day.
- Perform housekeeping in galleries by dusting of all surfaces, wiping smudges and scuffs on walls and exhibits, and disinfecting areas of frequent handling in Tot Spot.
- Assist with educational programs in the galleries as assigned by the Guest Services Manager.
- Supervise and work with volunteers.

Secondary Duties

- Assist with special events.
- Light office work as needed.

Supervisory Responsibilities

This job has no supervisory responsibilities.

Education

A high school diploma (or GED or high school equivalence certificate) is preferred.

Behavioral Characteristics

- Establishing and Maintaining Interpersonal Relationships -- Developing constructive and cooperative working relationships with others, and maintaining them over time.
- Attention to Detail -- Job requires being careful about detail and thorough in completing work tasks.
- Integrity -- Job requires being honest and ethical.
- Dependability -- Job requires being reliable, responsible, and dependable, and fulfilling obligations.

Language Skills

- Oral Comprehension -- The ability to listen to and understand information and ideas presented through spoken words and sentences.
- Oral Expression -- The ability to communicate information and ideas in speaking so others will understand.
- Written Comprehension -- The ability to read and understand information and ideas presented in writing.
- Written Expression -- The ability to communicate information and ideas in writing so others will understand.
- Speech Clarity -- The ability to speak clearly so others can understand you.

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 essential functions.

While performing the duties of this job, the employee is:

- regularly required to stand; walk; use hands to finger, handle or feel; reach with hands and arms; stoop, crouch, or crawl; talk or hear.
- occasionally exposed to climb or balance.

The employee must:

- frequently lift and/or move up to 10 pounds.
- occasionally lift and/or move up to 25 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is:

- occasionally exposed to climb or balance.

The noise level in the work environment is loud noise.