

**Job Description****Job Title:** HOH Floor Coordinator**Department:** Education**Reports to:** Education Director**FLSA Status:** Full-time**Hours:** 5-day workweek is Wednesday – Sunday 8:30am - 5:00pm*

Summary: The primary duties are to provide coordination of the Hands on Helper (HOH) Staff (Floor Facilitators). HOH Floor Coordinator works closely with the Senior Education Manager in providing guidance, mentorship training, and supervision of the HOH Floor Staff Facilitators.

Essential Duties and Responsibilities include the following:

- Assist with mentoring, training, supervision of Floor Staff –“Hands on Helpers”
- Implementation paperwork, such as staff payroll forms, scheduling changes, etc.
- Assist in floor facilitation more than 50% of time
- Serve as a liaison between the HOH Floor Staff and Management
- Maintains current knowledge of Museum Education/Exhibition standards and program content
- Able to interact positively with Children/Caregivers and sensitive to their needs
- Coordinates and assists with staff reviews and evaluations
- Tracks part-time staff hours
- Assist with preparation and maintenance of training materials
- Shows a professional manner and skills in handling confidential and sensitive matters with discretion and tact... ‘go with the flow’ attitude
- Encourages continued support for the Museum’s Education Department
- Ability to make oral presentations at planning meetings and at programs/departmental functions
- Skill in working as part of a team with co-workers exchanging ideas and thoughts to arrive jointly at decisions
- Required to work evenings and weekends*
- Clear communication and strong writing skills
- Writes and maintains internal weekly staff EBLAST
- Other duties may be assigned to meet business needs

Qualification/Responsibilities:

- Supervise and coordinate the daily staff schedule of the museum
- Scheduling and supervising paid and unpaid floor staff
- Assist with training floor staff on visitor procedures and safety
- Provide fast assistance to visitors (answering questions and providing information as needed)
- Coordinating set up for special events, birthday parties and other Museum functions
- Train Group Greeters and special guests and escort them to destination
- Completes Incident and MOD reports for distribution to Museum Staff
- Spanish speaking skills desirable
- Other duties identified by Education Director

Education/Training/Experience:

- Bachelors Degree in Art, Education, or related field/experience
- Staff management and supervision experience
- Must have pleasant personality, good interpersonal skills, professional and groomed appearance, strong organization and communication skills
- Commitment to diversity, ability to work as a team player, ability to meet deadlines, discretion and good judgment in daily activities
- Enjoy working around children and their families
- Must pass a background check
- Eco-mined

Compensation: Full time salary (TBD depending on experience). 40 hours per week with benefits. How to apply: Email your resume with three professional references in a Word document or as an Adobe pdf to jobs@childmusephx.org using the job title you are applying for as your subject. **ALL ATTACHMENTS MUST BE SUBMITTED WITH YOUR FIRST INITIAL AND LAST NAME, FOR EXAMPLE *J.DOE RESUME AND COVER LETTER.***

OR mail to:

CHILDREN’S MUSEUM OF PHOENIX

RE: *HOH Floor Coordinator Position*215 N 7th Street

Phoenix, AZ 85013

Your application will be reviewed, and if you are chosen for an interview, you will be contacted. No phone calls please.