

Job Description



Job Title: Floor Facilitator “Hands on Helper”

Department: Education

Reports to: Floor Manager-*Senior Education Manager* and *HOH Coordinator*

FLSA Status: Part-time-**Temporary Summer Seasonal**

Summary: Facilitators receive training on policies and procedures for being on the museum floor to ensure a positive experience for children and their families. This includes responding to visitor’s inquiries, following and enforcing all policies and procedures, and providing programming that is experiential, participatory, and interactive. Shifts, ranging from 15 to 20 hours per week, occur during weekday mornings, afternoons and evenings, as well as, weekends, and holidays. Assists with set-up, clean up, and preparation of consumable materials.

Essential Duties and Responsibilities include the following:

- Participates in facilitation of programs with schools and /or after-school groups
- Maintains current knowledge of museum exhibition and program content
- Able to interact and react positively in a high energy environment with caregivers/students/parents
- Participates in program's evaluation
- Preps and maintain all programmatic support materials (including consumable supplies and props) classrooms and materials
- Shows a professional manner while running classes/programs and working on the floor
- Encourages continued support for the Museum's public programs
- Required to work weekends
- Ability to effectively engage *all* visitors with different learning styles
- Practical understanding of ages and stages of child development
- Facilitates story time
- Assist as Party Pal birthday party host
- Work at least 1 evening special event each month
- Complete required education department and exhibition training
- Other duties may be assigned to meet museum needs

Qualification/ Requirements:

- Teaching experience and/ or experience working with children and families
- Excellent communication and visitor service skills
- Professional and appropriate dress/ demeanor
- Capacity to positively improvise/interact spontaneously with visitors
- Commitment to diversity and track record of effective work with diverse audiences
- Fluency in Spanish desirable
- Ability to stand, kneel, crawl, and play for four plus hours
- Must pass a background check
- Eco-minded

Education/Training/Experience:

- Bachelors Degree in Education or related field preferred
- Teaching certification or credential preferred
- Minimum 1 year teaching experience

Hourly wage \$8 to \$10 DOE.

Email your resume with three professional references in word 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 Maddie Snider
InflectionHR
4665 S. Ash Ave. Ste G1
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