

## **Play Facilitator**

KidsWork Children's Museum - Frankfort, IL 60423

**\$9.50 per hour / part-time / weekend shifts required / approximately 14-21 hours per week**

Play Facilitator responsible for oversight of daily museum operations such as opening, closing and guest check-in. Also ensure that the visitors have a pleasant and rewarding experience. This position requires a candidate that is motivated, organized, personable, and has a passion for the mission of KidsWork Children's Museum.

**We are an organization that puts family and education first. This includes flexibility with your work schedule.**

### Essential Responsibilities

- Responsible for opening and closing procedures of museum
- Oversight of museum floor including volunteers & staff during shift
- Provide program support for weekday, weekend and special events at KidsWork and at off site locations as needed
- Maintain a high level of museum cleanliness throughout hours of operation
- Provide positive customer service, enforcing museum's safety and security policies
- Data entry and accurately filling out forms for field trips, birthday parties and special events
- Communicate program purposes and daily schedule to members and guests
- Participation in all staff meetings and trainings
- Must work special events such as Frankfort Fall Fest and annual fundraiser
- Must be flexible with work schedule that may include days, weekends and some holidays on a regular basis
- Other duties as assigned

## Skills and Abilities

- 1-3 years of excellent customer service experience
- Experience working with young children and/or interest in working with children in a creative learning environment
- Ability to organize time effectively and manage multiple tasks simultaneously
- Proven ability to work independently as well as within a team environment
- Must exhibit problem solving, critical thinking and troubleshooting skills
- Strong attention to detail
- Highly respectful in speech, actions, and demeanor
- Able to stand, walk, and interact with children and adults for extended periods of time
- Proficient in the use of Microsoft Office applications desired
- Candidates must pass a background check

Please send all resumes to Nicole Underwood – [nunderwood@kidsworkchildrensmuseum.org](mailto:nunderwood@kidsworkchildrensmuseum.org) or stop by Museum to fill out application. 11 S. White Street, Frankfort, IL 60423