

# Play Facilitator

KidsWork Children's Museum – 11 S. White St., Frankfort, IL 60423

**\$12.00 per hour / part-time / weekend shifts required / approximately 14-20 hours per week**

Play Facilitator is responsible for oversight of daily museum operations such as opening, closing, guest check-in, issue resolution, and volunteers. 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 first. This includes flexibility with work schedules.**

## **Essential Responsibilities**

- Responsible for opening and closing procedures of the museum.
- Oversight of the 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 training.
- Must be flexible and able to work a schedule that may include weekends.
  - Be able to work Frankfort Fall Fest over Labor Day weekend and annual fundraiser.
- 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 KidsWork Children's Museum**

**[info@kidsworkchildrensmuseum.org](mailto:info@kidsworkchildrensmuseum.org) or stop by Museum to fill out an application.**