



Play Facilitator

JOB DESCRIPTION

- Title:** Play Facilitator
- Employee Classification:** Non-exempt, part-time, hourly
- Work Schedule:** Flexible 15-25 hours per week, at least one weekend day required
- Reports To:** Director of Education
- Job Purpose:** Promote Seattle Children's Museum's educational mission by offering playful Exhibit-focused and special event themed activities intended to pique the visitors' learning experience and interest; role modeling to parents the effectiveness of imaginative play.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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| <p>1. 30% EDUCATION PROGRAMMING:</p> <ul style="list-style-type: none"> • Facilitating spontaneous activities and lobby activities. • Preparation and clean up of affected Museum areas for educational programs. • Role modeling imaginative play to caregivers and staff in exhibit spaces. • Communicating program purposes and daily schedule to staff. • Facilitating assigned daily educational programs. | <p>3. 30% MAINTAIN OVERALL CLEANLINESS OF MUSEUM:</p> <ul style="list-style-type: none"> • Up keep of bathrooms, products, exhibits, spills, and general neatness. • Cleaning props and exhibits throughout the day. • Maintaining tidiness and supplies of the lobby activities. • Participating in the morning and nightly cleanings. • Maintaining resource closet and Program Center closet cleanliness. • Contributing to and maintaining education supply and resource inventory and tracking. |
| <p>2. 25% IMAGINATION STUDIO FACILITATION:</p> <ul style="list-style-type: none"> • Set-up and clean-up of studio space at museum closing and opening. • Maintaining a high level of studio cleanliness throughout hours of operation. • Interacting with families and role modeling open-ended questioning. • Preparing art materials for | <p>4. 15% PARTICIPATE IN INTERDEPARTMENTAL COLLABORATION AND TRAINING BY:</p> <ul style="list-style-type: none"> • Assisting in additional tasks as assigned. • Keeping up to date on museum policies, standards, and specific language. • Participating in training sessions to review known material and learn new material. • Assisting in lost child/caregiver response. |

studio use.

- Providing positive customer service; enforcing Museum's safety and security policies.
- Managing effectively the exhibit time slot system.

Seasonal Flux – Due to the changing seasons of customer service flow at the Museum, the above percentages are subject to change throughout the calendar year.

JOB QUALIFICATIONS

Education: A.A. or B.A. required in Educational related field. Coursework in Child Development, Early Learning, Art, and/or Theatre is also desired.

Experience: Experience working with children & families, Familiarity with a fast-paced work environment preferred.

Skills and Abilities: Basic computer skills, ability to lift 50 lbs, good communication necessary, flexibility and responsibility, decision making skills, and leadership skills

Upon hire, please sign below, stating you have read and understand the above job description.

Employee's Signature

Date