

Part-time Position with the Lander Children's Museum

Approx. 20 hours per week.

Starting pay DOE.

Position reports to: Executive Director

The Lander Children's Museum is seeking a part-time staff person who enjoys working with children in a creative and playful environment. The successful applicant will be self-motivated, have the ability to problem-solve and handle multiple tasks, will have strong organizational skills and must love children of all ages and abilities. The ideal candidate will be enthusiastic, flexible, and have a passion for instilling a life-long love of learning in young minds.

To apply, submit the following to the LCM:

1. Cover letter addressing your unique qualification for this position.
2. Resume
3. References. Please include three complete PROFESSIONAL references with your application packet.

Application deadline: April 15th, 2011. However the position will remain open until filled.

Job Responsibilities:

Primary responsibility is to staff the Museum and maintain consistent hours of operation.

Summer operational hours: Tuesday through Friday, 10 – 3.

Fall/winter operational hours (September – May) Tuesday – Friday, 10 – 1;

Saturdays 10-3.

School groups by appointment – occasionally outside of regular hours.

Other responsibilities will include, but are not limited to:

Keeping the Museum clean and organized – indoor and outdoor.

Maintaining exhibits and ensuring that they are in good repair and following safety protocols.

Keeping make it/take it and science projects available and rotated on a monthly basis

Hosting birthday parties and/or coordinating and supervising Student Volunteers for this task

Helping with special events/programs

Assisting Museum visitors and keeping children engaged in activities and exhibits

Helping keep inventory and attendance databases current and up-to-date

Basic administrative duties such as answering phones, taking messages, returning inquiries regarding events, programs, scheduling group visits and parties.

Coordinating adult and student volunteers for special events and programs

Scheduling substitute floor staff, as needed.

Qualifications and relevant factors:

Associates degree or higher in education, early childhood, or comparable training and experience.

Demonstrated experience working with young children.

Basic computer skills and familiarity with Microsoft Office, email applications, and social media.

Excellent customer service skills and the ability to work with a diverse group of people.

Ability to be flexible and patient while staying energized, enthusiastic, and positive.

Weekend, holiday, and school break work is required.

May be physically demanding, at times.