



# MUSEUM OF DISCOVERY AND SCIENCE

## JOB DESCRIPTION

**POSITION TITLE:** Volunteer Science Facilitator: Traveling Exhibit

**DIRECT ACCOUNTABILITY:** Public Programs Manager

### **SUMMARY:**

Science Facilitator: The traveling exhibit volunteer will engage guests in the education of traveling exhibits incorporating the various elements of the exhibits such as guided tours, workshops and hands-on activities.

### **QUALIFICATIONS:**

Must be pursuing high school diploma or GED. Customer service and experience working with youth preferred. Excellent communication skills, ability to speak before large audiences and lead workshops. Attention to safety techniques and effectively able to control crowds. The ability to work under pressure and in constantly changing conditions. Ability to stand for long periods of time. Must be available to work holidays, weekends, and evenings and able to lift 25 lbs.

### **DUTIES AND RESPONSIBILITIES:**

1. Provide excellent customer service and facilitate hands-on activities in the Traveling Exhibit Hall.
2. Lead workshops, guided tours and hands-on activities through the traveling exhibits.
3. Maintain the traveling exhibit equipment, conduct inspections and coordinate with exhibits, education, and building services for needs.
4. Ensure organization and replenishment of supplies needed for the traveling exhibits.
5. Prepare, setup, can breakdown of all educational programming and exhibit equipment.
6. Foster a welcoming and inclusive environment within the traveling exhibit, engaging with visitors and providing guidance and feedback.
7. Collaborate with museum staff to integrate the traveling exhibit activities into broader programming and events.
8. Dealing with guests, children, volunteers, interns, and other staff members in a positive, enthusiastic, and responsible manner.
9. Undergo training and professional development assigned by Public Programs Manager.
10. Perform other duties as needed if qualified.

**COMPETENCIES:**

1. Written and Verbal Communication Skills.
2. Time Management.
3. Collaboration Skills.
4. Personal Effectiveness/Credibility.
5. Flexibility.
6. Technical Capacity.
7. Stress Management/Composure.

**SUPERVISORY RESPONSIBILITY:**

There is no supervisory responsibilities for this role.

**WORK ENVIRONMENT:**

This job operates in a professional, fast-paced, frontline, customer-facing environment.

**PHYSICAL DEMANDS:**

This job operates in a non-formal educational museum setting. Must be able to perform the following physical behaviors repetitively throughout a shift: standing, walking, handling, reaching horizontally, grasping firmly, reaching above the shoulder, reaching below the waist, pushing buttons, bending, twisting, stooping, squatting, crouching, kneeling, and pushing. Position may include indoors and outdoors in extreme temperatures. Will need to work with modern technology including walkie talkie radio, computer, microphones, and tablets. Must be able to lift 25 lbs and stand for long periods of time.

**POSITION TYPE AND EXPECTED HOURS OF WORK:**

This is a part-time, non-exempt position, up to 30 hours per week. Days and hours of work are Monday through Saturday, 9:30 a.m. to 5 p.m. and Sunday 11:30 a.m. to 5:00 p.m. May be required to work some evenings and/or weekends.

**TRAVEL:**

May be asked to assist at community events.

**REQUIRED EDUCATION AND EXPERIENCE:**

1. Pursuing high school diploma or GED.

**SIGNATURES:**

This job description has been approved by all levels of management:

Director of Public Programs \_\_\_\_\_

VP Finance/CFO \_\_\_\_\_

HR \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_