

JOB OPENING

PEORIA PLAYHOUSE CHILDREN'S MUSEUM

PLAYOLOGIST EXPERIENCE FACILITATOR

POSITION: PART TIME / PAY RATE: \$13.00 PER HOUR / 15 – 25 HOURS PER WEEK

RESPONSIBILITIES

- Facilitate visitors' play experiences in a welcoming, enthusiastic and open-ended manner.
- Engage children, adults and teachers in play through museum exhibits, educational programs, and personal interactions.
- Deliver high quality customer service by answering questions and assisting visitors.
- Monitor the orderly operation of the museum including communicating rules to visitors/field trips and following safety standards and sanitation requirements. Routinely walk through galleries and straighten as needed.
- Continually organize exhibition spaces throughout the day. Perform cleaning and resetting of exhibitions for opening and closing procedures daily. Spot clean as needed.
- Assist in setup, delivery and visitation tracking for Museum exhibits, workshops, birthday parties and programs.
- Report supply needs and exhibition repairs or maintenance to supervisor in a timely manner.
- Lead planned and impromptu group activities and special events as necessary.
- Report all visitor comments, complaints and trends to Operations Manager in a timely manner.
- Exhibit an understanding of and promote the PlayHouse mission and core values in all areas of work and interactions.
- Promote the PlayHouse mission, programs, and offerings through personal interactions and distribution of printed materials
- Follow and support all aspects of the Park District's safety program.
- Attend all staff meetings as required.
- Perform all other duties as assigned.

SUCCESSFUL CANDIDATES WILL HAVE

- High school diploma or equivalent required. Some college preferred. Degree in Education, Art or Early Childhood Development a plus. Extensive experience in a similar role may be substituted for all or part of the educational requirements.
- Minimum of one year experience in a school or other informational educational setting working with children 0-8 years of age. Previous experience in a museum or customer service is a plus. Must have excellent communication and customer service skills.
- Experience or desire to work with a highly diverse audience in a busy atmosphere.
- Must have experience or interest in working with children and families in an informal educational setting.
- Ability to interact positively and spontaneously with visitors.
- Ability to contribute to an atmosphere of teamwork and positive energy among staff and volunteers.
- Ability to manage multiple tasks simultaneously with a minimal degree of supervision.
- Ability to establish and maintain good working relationships with co-workers and the general public.
- Ability to interact effectively and respectfully with adults and children of all ages.
- Ongoing commitment to learning and innovation.

HOW TO APPLY

- Complete an online application at peoriaparks.aaimtrack.com/jobs/ or view *Employment Opportunities* in the “Join Our Team” section at www.peoriaparks.org. Applicants may submit a resume, but to be fully considered for this position an online application must be completed. While we appreciate all submissions, due to high volume, only those applicants who are selected for interview will be contacted. Applications will be reviewed until position is filled.
- The Peoria Park District hires without regard to race, religion, sex, age, national origin, ancestry, sexual orientation, marital status, pregnancy, unfavorable discharge from military service, or disability to perform the tasks of the job. All qualified individuals are encouraged to apply. AN EQUAL OPPORTUNITY EMPLOYER.

