

JOB OPENING

PEORIA PLAYHOUSE CHILDREN'S MUSEUM

REAL TOOLS FACILITATOR & WORKSHOP EDUCATOR

POSITION: PART TIME / PAY RATE: \$13.00 PER HOUR / 10 – 15 HOURS PER WEEK AVERAGE

RESPONSIBILITIES

- Work in Real Tools exhibit and interact with visitors as they learn how to use hand carpentry tools and create projects.
- Facilitate visitors' play experiences in a welcoming, enthusiastic, and open-ended manner.
- 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 maintain Real Tools workplace as needed.
- Perform cleaning and resetting of exhibitions for opening and closing procedures daily. Spot clean as needed.
- Assist in setup, delivery, and visitation.
- Report supply needs and exhibition repairs or maintenance to supervisor in a timely manner.
- Lead planned and impromptu activities as necessary.
- Report all visitor comments, complaints, and trends to Operations Manager in a timely manner.
- Attend all staff meetings as required.
- Follow all safety procedures that pertain to the duties performed and support all aspects of the Park District's safety program.
- Perform all other duties as assigned.

SUCCESSFUL CANDIDATES WILL HAVE

- High school diploma or equivalent required. Some college preferred. Experience in a similar role may be substituted for all or part of the educational requirements.
- Experience or interest working with basic carpentry tools.
- Demonstrated experience building or constructing things from a variety of materials, such as wood, metal, plastic, reclaimed/recycled materials.
- Experience or interest in interacting with and leading children 0-14 years of age in open-ended art or building related projects.
- Experience or interest in working with children and families in an informal educational setting. Excellent customer service skills.
- Experience or desire to work with a highly diverse audience in a busy atmosphere.
- 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.

OTHER

- Real Tools hours are Fridays Noon – 4:00pm, Saturdays 10:00am – 4:00pm, Sundays Noon – 5:00pm. Hours will increase during holidays, spring break, and summer.
- Includes weekdays, weekends, and some evenings and holidays.
- Typical work hours are assigned and performed during the 8:00am – 5:00pm time period while the facility is open, seven days per week. Some hours will be assigned outside after 5:00pm for events and programs, as necessary.

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.

