

Position: Seasonal Part-Time Visitor Services Associate

Compensation: \$15/hour

Qualifications:

- Experience working with children and/or experience working in an educational environment.
- Confident public speaking/teaching skills.
- Valid Ohio driver's license and access to own, reliable vehicle.
- Excellent written and oral communication skills.
- Collaborative, "can-do" mindset to work with staff across departments at the Museum.
- Self-starter who can work with minimal oversight and meet goals consistently.
- Ability to work harmoniously with and serve individuals representing a diversity of religions, gender identities, ethnicities, parenting styles, abilities, political beliefs, etc.
- Must pass a background check.
- Great communication and a team-player mentality are essential!

Schedule & Flexibility: This position is seasonal part-time, 5-16 hours per week, Saturdays or Sundays 10:00am – 3:30pm from November through April. Occasionally, the employee may be offered the option to work extended hours on a scheduled day or to pick up an extra day based on their availability. The employment contract may be extended past April based on business need and employee availability.

To Apply: Please send your resume and references to hr@cmccleveland.org. You will be contacted by email if you are selected for an interview. No phone calls, please.

Our Organization:

As a leader in Cleveland's early childhood education community, The Children's Museum of Cleveland (CMC) provides an accessible and engaging space for children ages 0-8 to learn through play. Our eight unique exhibits provide an open-ended learning environment for children to imagine, experiment, problem-solve and explore, building a strong foundation for future learning. We are an advocate for self-directed play as one of the best ways for a young child to learn. As a vital community resource, we provide experiences that can bridge a child's learning between the Museum, home, and school.

Job Summary:

This position represents the face of the Museum by interacting with guests at all points. This position is responsible for ensuring that visitors have a positive, safe, clean, and fun experience at the Museum.

Essential Duties:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Interact with Museum guests in a friendly, positive, and helpful manner.
- Monitor guests for safety throughout the building.
- Clean all exhibits and public areas throughout the day, such as cleaning messes in exhibits, wiping tables and chairs in the eating areas, sanitizing dirty props, etc.
- Reset exhibit props throughout the day and do a thorough reset at the end of the day.
- Ensure that all adults enter the building with a child, and all children enter the building and stay with their adult.
- Wash, fold, and put away laundry.
- Assist with set up, clean up, and presentation of special programs and events, including private rentals and birthday parties.
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Preferred Experience: Prior experience working with young children and/or families, and prior experience working in a customer service position is preferred.

Additional skills that are highly valued, but not required, include:

- Knowledge of early childhood education.
- Public speaking.
- Multi-lingual.
- Valid driver's license and reliable transportation.

ADA Requirements:

Visual: Required to observe exhibit space, view activities and exhibit components.

Oral: Required for heavy communication with staff and children and adult public.

Hearing: Required for face-to-face and telephone conversations with staff and children and adult public.

Dexterity: Required for manipulating activities, exhibit cleaning, and maintenance.

Other Physical: Requires standing and walking for extended periods; bending, kneeling, climbing, and reaching. Requires ability to lift 25 pounds. Must be able to tolerate dust in the environment.

Other Duties:

This job description is not designed to contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.