Job Title: Science Guide
Reports to: Programs and Events Manager
Hours: Permanent part time, approximately 20-30 hours per week
Rate of Pay: $9.00/hour

POSITION OVERVIEW
• Performs an essential role in enabling the Discovery Center to meet its mission -
  “To make science exciting, relevant and interesting to all types of learners by providing interactive
  exhibits and programs that actively engage children, adolescents and their families; foster inquiring
  minds; and nurture the individual genius within each of us.”

ESSENTIAL DUTIES AND RESPONSIBILITIES
• Provide outstanding customer service to all DHDC guests to ensure an exceptional experience for every
  visitor!
• Front Desk Operations, including but not limited to
  o Operating register system and completing daily cash/attendance reports
  o Serve as “information center” for facility guests
  o Checking in large school groups
  o Driving sales of birthday parties, memberships and special event tickets
  o Answering phone and routing calls to appropriate manager(s)
• Science Café Operations, including but not limited to
  o Operating register system and completing daily cash reports
  o Assisting guests with café purchases
  o Restocking café supplies as needed
  o Assisting Space Theater with announcements and seating as needed
• Special Events
  o Birthday Party set-up
  o Serving as birthday party host/hostess
  o Managing activity stations for special events
• Supervise and maintain public areas of the facility to ensure that it is safe, clean and operational at all times
• Actively coordinate with the other members of the Visitor Experience and Educational team
• Participate in all staff meetings and training sessions
• Other duties as assigned

QUALIFICATIONS
• High School Diploma
• Must be able to work a flexible schedule, including weekdays, weekends, evenings and holidays as needed.
  Some daytime availability required. (Accommodations made for class schedules.)
• Effective communication skills with peers and management a MUST!
• Positive, can-do attitude required!
• Exceptional organizational skills
• Ability to multi-task and perform all duties with integrity and excellence
• Outgoing and willing to work with large groups of people
• Must enjoy working with children of all ages in an educational setting
• Possess large amounts of creativity, patience and love for science!
• Ability to regularly lift 50 pounds.

TO APPLY
A job description and application are available at www.dhdc.org by clicking on the “About” tab or at 1200 Streit Drive,
Amarillo, Texas, 79106. Completed applications and/or resumes may be submitted via email to khadley@dhdc.org;
faxed to 806-355-5703 Attn: Kyle Hadley; or delivered in person to the DHDC.