

Don Harrington Discovery Center Position Description

Job Title: Science Guide
Reports to: Education Manager
Hours: Permanent-Part time, approximately 20-30 hours per week
Pay: \$9.00/hr

Performs an essential role to enable 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 engages children, adolescents and their families.

- To foster inquiring minds and to nurture the individual genius within each of us.

ESSENTIAL DUTIES AND RESPONSIBILITIES.

Day to Day Operations

- Ensuring the highest possible exhibit experience for every visitor.
- Operating the Space Theater.
- Front Desk Operations, including but not limited to:
 - Operating register system and completing daily cash/attendance reports
 - Serve as “information center” for facility guests
 - Checking in large school groups
 - Driving sales of birthday parties, memberships and special events tickets
 - Answering phone and routing calls to appropriate manager(s)
 - Assisting guests with café purchases
 - Restocking café supplies as needed
 - Assisting Space Theater with announcements and seating as needed
- Providing exciting exhibit floor activities.
- Birthday party set up and management
- Manage activity stations during special events
- Set-up and maintain the public areas to ensure that it is safe, clean, and operational at all times during the shift.
- Willingness to work with and assist with care of live animals (small reptiles, mammals, etc.)
- Actively coordinate with the other members of the visitor experience team.
- Attend all staff training sessions.
- Other departmental duties as needed.

Qualifications

- Support the DHDC mission to inspire and excite children, families, and groups visiting the Discovery Center.
- High School Diploma
- Possess large amounts of creativity, patience and love for science!
- Must have high level of emotional intelligence, professional integrity and organization skills.
- Outgoing and willing to work with large groups of people.
- Ability to regularly lift 50 pounds.