



## Sci-Port Discovery Center JOB DESCRIPTION



### PoP Play Krewe

**Department:** Programs  
**Reports to:** Programs and Education Manager  
**FLSA Status:** Part-time, Non-exempt  
**Benefits Eligibility:** No Benefits

#### **General Information:**

Power of Play (PoP) Children's Museum provides a fun and educational environment for children ages 8 and under. Children can visualize themselves as problem solvers and innovators in a kid-sized Shreveport-Bossier City. Play is the work of childhood, and the power of constructive play helps children discover the world around them. Be prepared for a fast-paced, high energy environment!

#### **Position Summary:**

The PoP Play Krewe brings the PoP museum exhibits to life. They are responsible for enhancing the visitor experience by illustrating points of interest in exhibits, explaining their educational content, and demonstrating how activities work. These members facilitate high quality programs, demonstrations, informational and informal activities to engage the visitors in active exploration throughout the museum gallery. Play Krewe create a positive and professional learning atmosphere by being visible and approachable. They answer visitors' questions in a friendly and helpful manner and monitor visitors' actions to ensure compliance with Museum policies. Play Krewe also ensure museum exhibits are neat, organized, and are always in ready state.

The essential tasks of the Play Krewe position fall into five categories: Welcoming Visitors, Facilitating Activities with Visitors, Maintaining the Exhibits and Program Areas, and Following the Policies and Procedures of Sci-Port Discovery Center.

#### **Essential Functions:**

- Consistently provide a high quality, high energy delivery of programs, demos, and shows, and a high level of visitor interaction during and in between programs with the PoP exhibits.
- Answer visitor questions in a cheerful helpful manner.
- Create interest in exhibit activities through demonstration and facilitation of visitors' involvement – occasionally performing hands-on demonstrations/activities in a professional manner.
- Conduct group tours, and facilitate workshops, offering introductions to exhibits and explanations of activities.
- Encourage adult engagement by explaining activities they can complete with their children within the PoP exhibits.
- Ensure exhibits are properly stocked with supplies. Keep all areas within the PoP Museum clean by following the established daily routine.
- Monitor visitors' activities to ensure safety and rule compliance with Sci-Port regulations. I.e. keeping all doors closed to PoP, etc.
- Assist with workshops, festivals, camp-ins, special events, birthday party festivities, and other Sci-Port and PoP functions as needed.
- Cross-train in other areas of PoP and Sci-Port, meet requirements of the training program, and aid in training new staff members as needed.

#### **Non-Essential Functions:**

- Other duties as required/assigned.

**Experience/Skills:**

- 2+ years' work/volunteer of experience in an early childcare environment (age 8 and below). Prefer Associate degree in childcare, psychology, education, or related field
- Excellent communication and public speaking skills, including speaking to large audiences of all ages
- Ability to work with a variety of different ages and teach children of all ages
- Positive and energetic attitude
- Patience, dedication, and reliability
- Able to stand for long periods of time
- Able to be flexible/change directions at a moment's notice
- Must be a fast learner
- Ability to work with a diverse group of people
- Outgoing, friendly, self-starter, and flexible schedule, including weekends

**Other Requirements:**

- Reliable transportation to and from work.

**Supervision/Contacts:**

- Receives supervision from the Programs and Education Manager, and Floor Manager.
- Daily contact with Center employees and management.
- Daily contact with visitors; occasional contact with outside vendors, teachers/schools, board members, and donors.

**Environment:**

- Employee is subject to inside and occasional outside environmental conditions. Protection from weather conditions but not necessarily from temperature changes when inside.

**Tools and Equipment used:**

- Personal computer, Fax machine, Telephone, Computer Printers, Calculator, Copier, Pens, Pencils, Reference books, Hand Tools, Safety Glasses, Hearing Protection, Gloves, and Automobile.