



## Discovery Leader

**Department:** 1130

**FLSA Status:** Non-Exempt

**Amount of Travel Required:** None

**Schedule:** Based on Operations

**Job Status:** Part Time

**Reports To:** Education Specialist

**Job Type:** Regular

**Positions Supervised:** None

### POSITION SUMMARY

Discovery Leaders will provide exceptional customer service at the Center by encouraging visitors to interact with Museum experiences, engaging them in programs and demonstrations and assisting them throughout their visit. Discovery Leaders will also assist in the maintenance and upkeep of all exhibit galleries. The position reports to the Education Specialist.

### Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

### Essential Functions Statement(s)

1. Dynamically engage visitors through interactions with discovery and art exhibits, programs and demonstrations.
2. Provide friendly, courteous and professional customer service and monitor admission of paid guests into the museum galleries.
3. Assist in designing and delivering Discovery Cart programs and engage museum visitors in a variety of topics.
4. Provide school group orientations and assist with the management of school groups during field trips.
5. Create positive and memorable birthday experiences from greetings to goodbyes. Deliver science and art birthday demonstrations and hands-on activities.
6. Provide light maintenance of exhibits and galleries including regular exhibit checks, reporting problems to Exhibit Technician, cleaning and the replenishing of consumable supplies.
7. Present scripted art and science demonstrations in the galleries and assist with museum programs including camps and weekend make-n-take activities.
8. Assist with Family Fun Day activities, special events and rental events as needed.
9. Other duties as assigned.

### POSITION QUALIFICATIONS

#### Competency Statement(s)

- Friendly - Ability to exhibit a cheerful demeanor toward others.
- Accountability - Ability to accept responsibility and account for his/her actions.
- Active Listening - Ability to actively attend to, convey and understand the comments and questions of others.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Interpersonal - Ability to get along well with a variety of personalities and individuals.
- Customer Oriented - Ability to take care of the customers' needs while following company procedures.
- Energetic - Ability to work at a sustained pace and produce quality work.
- Enthusiastic - Ability to bring energy to the performance of a task.
- Creative - Ability to think in such a way as to produce a new concept or idea.

- Problem Solving - Ability to find a solution for or to deal proactively with work-related problems.
- Presentation Skills - Ability to effectively present information publicly.
- Tactful - Ability to show consideration for and maintain good relations with others.
- Safety Awareness - Ability to identify and correct conditions that affect employee and visitor safety.

## SKILLS & ABILITIES

**Education :** Working toward a high school diploma or bachelor's degree

**Experience :** Entry level position

**Computer Skills :** Microsoft Office, Internet, and Email proficiency

## PHYSICAL DEMANDS

N (Not Applicable) Activity is not applicable to this position.  
 O (Occasionally) Position requires this activity up to 33% of the time (0 - 2.5+ hrs/day)  
 F (Frequently) Position requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)  
 C (Constantly) Position requires this activity more than 66% of the time (5.5+ hrs/day)

Physical Demands		Lift/Carry	
Stand	F	10 lbs or less	F
Walk	F	11-20 lbs	O
Sit	O	21-50 lbs	O
Manually Manipulate	O	51-100 lbs	O
Grasp	O	Over 100 lbs	N
Reach Outward	O		
Reach Above Shoulder	O		
Speak	F	Push/Pull	
Climb	O	12 lbs or less	F
Crawl	O	13-25 lbs	O
Squat or Kneel	O	26-40 lbs	O
Bend	O	41-100 lbs	O

## WORK ENVIRONMENT

INDOOR-CLIMATE CONTROLLED

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_

Approval Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the Company may deem appropriate.