



Position Description
Floor Staff (Curious Crew)
Curious Minds Discovery Zone
Parsons, Kansas

The Organization

The mission of Curious Minds Discovery Zone, Inc. is to encourage hands-on creativity, experimentations, and problem-solving development within a safe and fun environment.

Position Overview

The Floor Staff is the face of the museum. This position is to ensure that all children and families visiting Curious Minds Discovery Zone have a great experience by providing exceptional customer service while maintaining a clean and safe environment.

Employee Classification: part-time, hourly

Work Schedule: flexible hours weekdays and weekends

Rate: \$7.25/hour

Reporting Relationships

Floor Staff reports to the Executive Director

Major Duties and Responsibilities

At the Front Desk:

- Provide exceptional hospitality to children and their caregivers by greeting each visitor, offering information, answering questions and phone calls, and providing general assistance
- Check-in visitors, sell memberships, and gift certificates
- Run cash register for all sales and process credit cards
- Schedule birthday parties
- Communicate museum policies to visitors and provide basic first aid as needed

Around the Museum:

- Walk through museum making sure all thru ways are clear of debris or obstacles
- Interact with the guest at exhibits and oversee the upkeep of the art center
- Upkeep of bathrooms, replenish exhibit supplies, and general cleanliness
- Cleaning exhibits
- Set up and cleaning for birthday parties
- Provide support for Program Supervisor when needed
- Aid with exhibits if needed

**Behind the Scenes:**

- Attend required staff meetings
- Keep up to date on museum policies
- Assist in additional tasks as assigned by Guest Services Associate
- Work together with Board, Director, and staff to uphold the CMDZ mission/vision statement at all times

Job Qualifications:

- Must be 16 years or older
- Enjoy working with children and promoting learning through play
- Must pass background check
- Responsible self-starter with problem solving skills
- Ability to work collaboratively, but independently as necessary
- Comfortable cleaning up occasional kid-related messes and spills
- Great communication skills with both coworkers and visitors
- Basic computer skills

Contact

Interested candidates should contact Lacy Atkins, Executive Director, at lacy@cmdzparsons.com or call 620-778-2839 to receive an application.