

PLEASE TOUCH MUSEUM®
Position Description

COMMUNITY PROGRAM FACILITATOR – ON CALL **

Reports To: Community Program Managers

Department: Community Programs

Direct Reports: None

Division: Community Programs

FLSA Status: Non-Exempt

Grade:

Expansion / Grant: No

Effective Date: 11/08

Status: On-call/volunteer

Hours / Week: various

Position Summary:

With the anticipated expansion and relocation of Please Touch Museum to Memorial Hall, in Fairmount Park complete, the Museum seeks an on-call Community Program Facilitator to assist with the expanded audience and increased need for superior customer service resulting from this transformation.

The Community Programs Facilitator will aid with the planning and implementation of youth and community programs and events, mindful of museum mission, context, and resources. Work will take place both inside and outside the museum. All members of the Community Programs Department are expected to be professional museum team members, and provide time, services, and expertise in supporting programming serving of the museum audiences.

Essential Functions:

- Implementing activities for teacher/parent/workshops;
- Implementing activities for groups of children and youth;
- Planning and implementing activities for special events;
- Preparing literature and signage for special; and
- Other duties as assigned

Minimum Qualifications:

- High school diploma or GED required;
- Demonstrated experience working with children and youth;
- Demonstrates flexibility and patience;
- Usually 2 to 3 hours per session;
- Advance scheduling for activities, usually at least 2 weeks;
- Driver's license strongly preferred;
- Travel reimbursement provided;
- Ability to function productively in a busy, loosely structured environment; and.
- Must be 18 years or older

Application Process:

To apply for this position, please send a cover letter, resume and salary requirements to employment@pleasetouchmuseum.org to mail to Judy Meyers, Human Resources Dept., Please Touch Museum®, 4231 Avenue of the Republic, Philadelphia, PA 19131 or via Fax 215.581.3182

EOE

** General Essential Functions and Qualifications are noted on attached sheet.

PLEASE TOUCH MUSEUM®

Universal Position Description

INDIVIDUAL CONTRIBUTOR (No Direct Reports)

Mission:

Enriching The Lives of Children by Creating Learning Opportunities Through Play.

Essential Functions for Individual Contributor:

- To support the Museum's mission, vision and values by exhibiting the following behaviors: excellence, collaboration, innovation, respect, commitment, accountability and ownership;
- Assist the manager in administration and implementation of all museum policies, procedures and standards;
- Maintain high degree of motivation to provide highest level of customer satisfaction;
- Manage in a fair and equitable manner by adhering to Museum's policy and procedures;
- Use independent judgment to determine project guidelines, purpose, follow-through and completion. Complete assignments in a timely manner and within Museum's standards;
- Consistently work in a positive and cooperative manner with internal and external customers;
- Implement improved processes to generate best possible workflow;
- Ensure performance targets are met;
- Responsible for directing and coordinating work assignments;
- Provide periodic reports; and
- Participate in continuing educational opportunities for personal growth and development.

Minimum Qualifications Individual Contributor:

- Proven ability to work independently;
- Must have the ability to participate effectively in teams;
- Excellent computer skills including email communication tools;
- Must have proven ability to prioritize and plan work activities and use time efficiently;
- Must demonstrate the ability to adapt to changes in the work environment, manage competing demands and be able to deal with frequent changes, delays or unexpected events;
- Excellent verbal and written communication skills required; and
- Team player, flexible, innovative, good sense of humor, interest in children and children's museums.