

2.25.19

Job Description

PLAY TO LEARN FACILITATOR



THE RALPH C. WILSON, JR.
CHILDREN'S MUSEUM

POSITION REPORTS TO

Senior Manager of Learning and Education

POSITION SUMMARY

Explore & More – The Ralph C. Wilson Jr. Children’s Museum (E&M) is dedicated to hands-on learning in the arts and sciences through seven educational play zones that highlight the Western New York Community. We serve children, caregivers and educators through Museum visits and outreach programs. E&M is currently looking to hire part time Play to Learn Facilitators that are available 16-32 hours per week. Play to Learn Facilitators play an integral role in the success of the Museum’s mission by facilitating play-based, educational experiences in the play zones through interacting with guests across generations and maintaining a safe, clean environment. E&M seeks to hire Play to Learn Facilitators who reflect the diverse community that our Museum serves, bilingual candidates are preferred. Qualified candidates will create welcoming, joyful, educational experiences for all Museum visitors.

PRIMARY RESPONSIBILITIES

FACILITATED LEARNING EXPERIENCES

- ✓ Initiate and facilitate interactions with both adults and children to deepen their learning experiences during exhibit play and daily programs.
- ✓ Demonstrate a thorough understanding of Explore & More’s mission, policies and learning framework including learning values of each Play Zone.
- ✓ Implement tools from staff trainings to: create an environment of inclusion for all visitors, model respectful interactions, promote literacy skills and foster adult/caregiver interactions.
- ✓ Assist education staff in facilitating in Museum drop-in studios and classes, as assigned.
- ✓ Perform group visit orientations and follow up procedures, as assigned.
- ✓ Facilitate lesson plans that meet NYS and Next Generation Curriculum for visiting school groups and during outreach programs into schools, as assigned.

ENVIRONMENT MAINTENANCE

- ✓ Responsible for floor operations, visitor safety and exhibit readiness including but not limited to: ensuring exhibit manipulatives are properly cared for and put away and enforcing safety protocols.
- ✓ Provide excellent customer service including providing information to visitors and assisting in complaints as directed by Manager-On-Duty or other senior staff.
- ✓ Adhere to appropriate Museum dress code.
- ✓ Recognize and appreciate the assistance of volunteers.
- ✓ Follow proper opening and closing procedures for the Museum floor, as assigned.

QUALIFICATIONS

- ✓ Degree in, or in pursuit of, Early Childhood, Elementary Education, Museum Studies, or related field.
- ✓ Experience working directly with school-aged children (informal learning environment preferred)
- ✓ Bilingual candidates a plus.
- ✓ Ability to work 16-32 hours per week weekends, nights and holidays availability required.
- ✓ Ability to convey information to people of all ages and backgrounds in a compelling way.
- ✓ Open-mindedness: ability to see things from many points of view.
- ✓ Ability to accomplish goals through collaboration with internal and outsourced relationship.
- ✓ Must pass a Background Criminal Investigation Check.

Qualified candidates please send your resume and three professional references to info@exploreandmore.org.