BFK Playologist

Description:
The Building for Kids Children’s Museum is looking for energetic, outgoing individuals who want to work in a fun and playful environment providing quality customer service to the public. The ideal candidate is responsible for greeting and assisting visitors while providing customer service to the public.

- Operate point of sales systems for the purpose of selling admissions to the general public
- Answer incoming calls in a professional and timely manner; transfer callers appropriately and efficiently
- Greet Museum business visitors and contact appropriate staff to directly meet visitor
- Promote the purchase of memberships and birthday parties
- Assist visitors with gift shop purchases
- Monitor exhibits for safety and tidiness, including picking up different exhibit components
- Maintain a sanitary facility by performing light cleaning duties, such as stocking bathrooms
- Work with field trip, explorer camps and birthday party groups
- Other duties as assigned

Qualifications: The ideal candidate would have the following qualifications:
- Commitment to excellent customer service and teamwork
- Reliable attendance and sense of responsibility
- Experience working or volunteering directly with children in an educational or professional setting
- Experience working in a fast-paced, high-traffic, public environment
- Basic computer literacy
- Experience with cash handling procedures and a point of sale system preferred
- Interest in working in an educational setting with children birth through 10 and their families

Availability: Looking for flexibility with afternoons, evenings and weekend hours

To Apply: Email Melissa Wallace at mwallace@buildingforkids.org