



**Job Title:** Welcome Center Coordinator

**Reports To:** Director of Communications and Design

**Status:** On-Site, Part-Time (20 – 25 hours per week)

**Schedule:** Fixed schedule, various shifts available

**Salary:** This is an hourly position at \$17 - \$21/hour.

**Summary:** The Welcome Center team is the first point of contact for members and visitors to the Building for Kids Children's Museum. They mirror the energy and enthusiasm that our guests bring in each day to create an engaging and welcoming environment.

**Essential Duties & Responsibilities:**

- Coordinates the Welcome Center and all activity within it
- Greets all visitors to the museum, checks them in, and answers any questions
- Processes sales in point-of-sale system (Blackbaud Altru)
- Stocks and inventories gift shop
- Answers incoming phone calls
- Assists with the promotion of memberships, programs, and upcoming events
- Receives and processes mail and packages
- Other duties as assigned

**Core Competencies & Experience:**

- Excellent customer service skills
- Strong communication skills
- Experience with sales/marketing/customer service is a plus
- Basic computer skills
- Attention to detail
- Experience handling cash and using a point-of-sale system is a plus

**To Apply:** Please submit resume and cover letter to Casie Holdcroft, Director of Communications and Design at [choldcroft@buildingforkids.org](mailto:choldcroft@buildingforkids.org).

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