



## Museum Floor Staff Lead Job Description

### **About Us**

The Kids 'N' Stuff Children's Museum in Albion, Michigan is seeking Floor staff who will help support this dynamic organization serving the children and families of Mid-Michigan and regionally. Committed to learning through the power of play, our exhibits encourage pretend play, building, exploration, and creativity in an environment where kids and adults can learn together.

### **Our Mission**

Kids 'N' Stuff Children's Museum provides fun, hands-on learning experiences for all children and families through interactive exhibits and programs.

**Position Overview:** The primary focus of this position is to provide a positive, safe, clean, and fun experience for all visitors at Kids 'N' Stuff Children's Museum. This role directly reports to the Guest Services Coordinator.

**Salary/Wage:** \$13/hr, commensurate with experience

**Status:** Part-Time, Non-Exempt

### **Essential Duties and Responsibilities include, but are not limited to:**

- Greet and interact with all customers in a friendly and courteous way.
- Collect admissions and responsibly handle money exchanges as needed
- Inform museum guests of the museum layout, special events, activities, and exhibits
- Provide a high level of customer service by engaging guests, helping to resolve problems, answering questions, and referring more challenging problems to the staff on duty to ensure a high-quality visitor experience.
- Keep the museum clean, especially the exhibits, gift shop, bathrooms, and party spaces free of trash and debris
- Support program, birthday party, and special event delivery
- Ability to enforce museums policies and rules
- Participate fully in scheduled staff meetings and trainings

### **Qualifications & Requirements**

- 18 years of age or older
- Moderate to high energy and enthusiastic personality
- Excellent organization and problem-solving skills
- Excellent verbal communication skills
- Self-motivated and flexible
- Experience working with children and families is preferred
- Customer service experience preferred
- Mobility to move freely, bending, and kneeling is required and standing for extended periods of time on a daily basis.
- A high degree of interaction and engagement with others, including children and families
- Must be able to function and thrive in a fast-paced and loud environment with youth
- Able to pass a criminal background check
- Must have weekend availability (shifts will vary but typically fall between 10:00am and 5:00pm) and some weekday availability
- Kids 'N' Stuff apron and name tag provided as required uniform.

**To apply, please email resume and cover letter to Nick VanAcker, Director of Outreach and Education, [outreach@kidsnstuff.org](mailto:outreach@kidsnstuff.org)**

***Note:*** *The statements herein are intended to describe the general nature and level of work performed by employees, but are not a complete list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to changes at the discretion of the employer.*