



Position Description – Lead Playologist

Reports to: Floor Supervisor
Classification: Full Time (approximately 30-40 hours per week including regular weekend shifts)

The Building for Kids Children's Museum (BFK) is looking for an energetic, outgoing and organized individual to support our Playologist team as Lead Playologist. This newly created position is focused on customer service and helping our guests have a fantastic BFK experience! They will regularly work on the museum floor as well as working with the Floor Supervisor to identify training needs of BFK team.

Essential Job Responsibilities:

- Supervise the BFK Playologist team when serving as Manager on Duty.
- Train and educate new and existing team members on all areas of the BFK museum floor.
- Continuously evaluate training programs to ensure all team members are supported and properly trained to serve and interact with our guests.
- Assist with event and program logistics, including prep work, planning, set up, execution and clean up.
- As Manager on Duty, understand and follow operations procedures including opening/closing cash registers, maintaining exhibits, ensuring cleanliness and safety of the facility.
- Interact and engage with visitors of all ages with a focus on helping kids and families get the most out of their BFK visit.
- Maintain a visitor-centric work environment. During slow periods seek out projects for self and team to help create positive experiences for our visitors.
- Perform other duties as assigned.

Qualifications – The ideal candidate will have:

- Experience supervising staff or volunteers.
- Commitment to excellent customer service and teamwork.
- Excellent time management skills.
- Experience working or volunteering directly with children/families in an educational or professional setting.
- Experience in cash handling, in data entry, and with a point-of-sales computer system.

Application - Please submit a brief cover letter with your resume to:

Jill Steif, Director of Operations
Building for Kids Children's Museum
jsteif@buildingforkids.org

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