Rochester Museum & Science Center
JOB DESCRIPTION

Job Title: Career Ladder Staff

Department: Education

Direct Supervisor/Manager's Title: Floor Staff Supervisor(s)

FLSA Status: Non-Exempt

Grade: S8

Full-time/part-time   Part-Time

Date Prepared/Revised: 5/14/13

I. JOB SUMMARY

Career Ladder Staff are members of our daily operations team which creates an environment for excellent visitor experience that includes a welcoming atmosphere, knowledgeable engagement, functioning exhibits, as well as safety and security. Career Ladder Staff must be students in good standing in a High School within the 9-county region.

Career Ladder Staff are responsible for providing fun and safe learning experiences for the RMSC's diverse audiences by engaging visitors, carrying out the daily operations within the museum galleries and monitoring all exhibit floors. The Career Ladder Staff implement their part in the daily plan of operations, assist in the delivery of programming, maintain exhibits, and interact with visitors and groups. They engage visitors in a fundamental understanding of science and technology, the natural environment and our region's cultural heritage.

Career Ladder Staff will implement, and provide feedback for continual improvement of all educational programming in the RMSC's galleries.

DUTIES (and percentage of time spent)

Describe duties, responsibilities, essential functions:	%
Interact with Visitors and Groups within exhibit galleries	**70**
Train on and perform interactive visitor experiences such as Science Encounters cart demonstrations and public programs	**15**
Routine Maintenance of Exhibits	**5**
Daily check of exhibits and reporting of failures	**5**
Other Education duties as assigned	**5**

II. JOB DIMENSIONS

Responsible/accountable for providing friendly, engaging and informative experiences for the visitor.

Responsible/accountable for ensuring a physical environment that contributes to a positive visitor experience.

III. SUPERVISORY RESPONSIBILITIES

None

IV. FUNCTIONAL REQUIREMENTS

Technology, Equipment, Tools:

Ability to utilize Microsoft office products.

Ability to use business machines such as personal computer, printer, calculator, copy machine, facsimile, and phone.

Mental Activity:

Language skills – Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively with groups of individuals (internal and/or external).

Mathematical skills – Ability to count, add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to calculate figures and amounts such as proportions, percentages and ratios

Reasoning ability- Ability to solve practical problems/troubleshoot and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form. Ability to exercise judgment and make decisions within standard practice. (Cannot change practices or policies. Can make decisions within those practices and policies.)

Physical Activity:

While performing the duties of this job, the volunteer is regularly required walk; stand; bend; climb; to use hands to handle or feel objects, tools or controls; reach with hands and arms; stoop; kneel; and crouch. The employee must occasionally lift and/or move *up to* 25 pounds. Specific vision abilities required include close vision, depth perception and ability to adjust focus.

Work Environment:

While performing the duties of this job, the noise level in the work environment is variable.

V. QUALIFICATIONS

Education/Experience Requirements:

Current High School student in good standing

Skills/Competencies Requirements:

First Aid and AED Training preferable.

This job description reflects management's assignment of essential functions and does not restrict management's right to assign or reassign duties and responsibilities to this job at any time.