



100 N. Hamilton Street • Madison, WI 53704 • (608) 256-6445 • [MadisonChildrensMuseum.org](http://MadisonChildrensMuseum.org)

## Madison Children's Museum JOB DESCRIPTION

<b>Position Title:</b> LTE Part-time Summer Outreach Program Specialist	<b>Division/Department:</b> Education
<b>Supervisor:</b> Associate Director of Education, Diversity and Inclusion	<b>FLSA Status:</b> Non-exempt
<b>Pay Grade:</b> \$11.25/hr	<b>Date Updated:</b> 4.25.18

### SUMMARY OF JOB SCOPE & RESPONSIBILITIES

Madison Children's Museum LTE Summer Outreach Program Specialist will deliver interactive activities at different community events throughout Madison and Dane County. The majority of work time is spent in direct interaction with children and families in the community. This position will run from June 1<sup>st</sup>, 2018 to Aug 31<sup>st</sup>, 2018.

### ESSENTIAL JOB FUNCTIONS

- Interacts with children and families in community settings with interactive museum activities.
- Ensures that outreach experiences are child-based, accessible to a wide audience, and reflect the mission of Madison Children's Museum. Mentors program staff and volunteers.
- Interacts with all program participants in a friendly, professional manner, with exemplary customer service.
- Supervises outreach program staff and volunteers.
- Manages the outreach calendar, van, and program supplies.

### SECONDARY JOB FUNCTIONS

- Assists with general museum operations and events.
- Participates in museum staff meetings and project planning as assigned.

### JOB QUALIFICATIONS

Necessary Education or Work Experience:

- High school diploma or equivalent, or working towards diploma or equivalent.
- Experience working with children ages birth-twelve in child care, classroom, or informal education settings.
- Experience working with diverse audiences.
- Bilingual (Spanish) highly desired

Required Knowledge and Skills:

- Mostly Saturdays and some weekday and occasional evening work required.
- Must be 21 with a Valid Driver's License (non-probationary) and clean driving record.
- Interest in working with children and informal education.
- Ability to interact with people of all ages and backgrounds.
- Ability to work successfully as a team player.
- Basic computer skills such as email and Microsoft Office

**PHYSICAL DEMANDS AND WORK ENVIRONMENT**

This position requires the ability to do one or more of the following throughout the day: stand, walk, sit, bend and reach above and below shoulder level. This position requires lifting items in and out of a van and setting up in outdoor environments. The noise level in the work environment is usually moderate to loud. This position also requires the ability to drive a van. Training is provided.

**DISCLAIMER**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

*Madison Children's Museum is an equal opportunity employer and fully subscribes to the principles of equal employment opportunity. It is the policy of this company to provide employment compensation and other benefits related to employment based upon qualifications, without regard to race, color, religion, national origin, age, gender, veteran status, disability, or any other basis prohibited by federal or state law. As an equal opportunity employer, this company intends to comply fully with all federal and state laws and the information requested on this application will not be used for any purpose prohibited by law.*

**To Apply**

Please submit resume, letter of interest or cover letter to Sandra Bonnici at [mcmjobs@madisonchildrensmuseum.org](mailto:mcmjobs@madisonchildrensmuseum.org) with the subject line "Summer Outreach Specialist" by **May 18<sup>th</sup>, 2018**.