



Museum & Program Lead

Position Title: Museum & Program Lead

Employee Classification: Full Time, Hourly

Salary Range: \$22.00-\$26.00/hour

Work Schedule: 32 - 40 Hours/week (typical schedule provides 2 consecutive days off)

Reports To: Program Director

MOUNTAIN TOP EXPLORIUM OVERVIEW

Mountain Top Explorium provides our youth an empowering environment where they can fully embrace their identity and gain all the skills they need to be leaders tomorrow. We accomplish this through our children's museum and programs such as our summer day camp, after school program, school break, and Kids Night Out programs.

JOB SUMMARY

The Museum & Program Lead is responsible for maintaining a high quality of programs within the Explorium, after school, and Kids Night Out programs. This full-time position (40 hours per week) will maintain a full-time schedule which combines customer service within the Explorium, facilitation of educational programming serving Explorium patrons, and serving the role of lead facilitator for our after school, school break, and Kids Night Out programs. This is an entry-level leadership position with opportunities for year-round employment. **Spanish speaking ability is strongly preferred.**

FUNCTIONAL RESPONSIBILITIES

Explorium Customer Experience & Programs

- Maintain positive communication with all guests, children and adults
- Answer phones, provide information on exhibit & programs, create welcoming environment to visitors and parents;
- Responsible for keeping museum exhibit clean and in good appearance;
- Design & facilitate 30-60 minute programs for children and adult Explorium patrons.
- Support the inventory and organization of Explorium supplies

Program Lead

- Responsible for the design and implementation of planned activities and curriculum for School-Aged programs;
- Responsible for the supervision, well-being and care of children and youth attending MTE programs, according to MTE risk management procedures and Colorado State licensing standards;
- Maintain positive communication with program parents/guardians



REQUIRED EDUCATION, EXPERIENCE, AND FORMAL TRAINING

- Ability to pass a comprehensive criminal and driving history background check.
- One year of customer service experience .
- A minimum of 200 hours of direct childcare experience
- Ability to obtain 1st Aid & CPR.

PREFERRED EXPERIENCE, LICENSE OR CERTIFICATIONS

- Spanish fluency (verbal and written)
- Proficiency in a variety of software applications including Google Workspace , Square, or other CRM oriented software.
- Previous experience in museum or informal educational programs.

SALARY

This position is paid hourly within a range of \$22-26 per hour, based on various factors including but not limited to experience, education, training, and performance.

APPLICATION PROCEDURES

All applicants can apply on the Mountain Top Explorium website <https://www.mountaintopbreck.org/employment>.

ACKNOWLEDGEMENT

This position description is not intended to be an exclusive list of all of the requirements, duties, tasks, roles or responsibilities associated with the position. Nothing in this position description restricts MTCM's ability to assign, reassign or eliminate duties and responsibilities of this job at any time. The MTCM is an "at will" employer, and MTCM employees may be separated from MTCM employment at any time and at the discretion of management.

EQUAL EMPLOYMENT OPPORTUNITY POLICY

Mountain Top Explorium is dedicated to the principles of equal employment opportunity. We prohibit unlawful discrimination against applicants or employees on the basis of age 40 and over, race, sex, color, creed, religion, national origin, disability, sexual orientation, ancestry, citizenship, veteran status, genetic information, pregnancy, or any other applicable status protected by state or local law. Mountain Top Explorium will consider providing reasonable workplace accommodations if needed.