



Job Title:	Floor Manager
Classification:	Part-time, regular hourly (approx. 13 – 20 hours)
Work Schedule:	Weekends, occasional weekdays
Pay Scale:	\$9.00 per hour
Supervisor:	Catie Rutkowski, Director of Operations
Description:	The Floor Manager serves as a goodwill ambassador to the members and visitors of the Kansas Children's Discovery Center. This position is responsible for managing the exhibit floor and the Outdoor Adventure area during open hours of operation. The Floor Manager manages the daily work schedule of the Gallery Assistants and volunteer staff. S/he is responsible for maintaining a clean, safe and family friendly facility (inside and out).

Responsibilities:

- Manage the exhibit floor throughout assigned shift
- Supervise Gallery Assistants and volunteers assigned to the floor and the Outdoor Adventure Area
- Train new volunteers and Gallery Assistants in proper exhibit procedures, customer service practices, safety procedures, and effective communication skills for a diverse constituency in an informal learning environment
- Maintain a high level of content knowledge for each exhibit, as well as special and traveling exhibits, in order to provide a quality visitor experience
- Model appropriate teaching and learning practices with young children
- Monitor exhibit areas for maintenance concerns and issues
- Report exhibit or equipment needs directly to the Facility and Exhibit Maintenance Assistant or Director on Duty, using good judgement as to what requires immediate attention
- Monitor the open floor gallery, exhibit areas and the Outdoor Adventure area to ensure safe playing, tidy areas, sufficient coverage and a positive visitor experience
- Oversee and perform opening, closing and regular shift procedures
- Other duties as assigned

Desired Skills and Experience:

- Previous work experience with a diverse work force of staff and volunteers
- Excellent communication and customer service skills
- Proven leadership skills
- Previous supervisory experience
- Ability to effectively communicate with a diverse audience in a hands-on learning environment
- Experience working with the public, older adults, parents, teens and young children
- Ability to work extensive periods of time on feet, bending over, picking up, lifting 25+ lbs
- Thrive in a fast-paced, creative and team-oriented environment
- Self-starter with strong work ethic

Education: Must have high school diploma or equivalent.

Application process: Submit Letter of Interest, resume and three (3) professional references to
info@kansasdiscovery.org

Application deadline: Until filled