



**Job Title: Science Guide- Education Team**

Reports to: Programs and Events Manager

Hours: Permanent-Part time, approximately 20-30 hours per week

Rate of Pay: \$9.50/hour\*

*\*Starting salary \$9.25/hr. Pay increase to \$9.50/hr. after successful completion of training program and probationary period – approximately 2-3 weeks.*

**Great opportunity for education majors, PACE students and others pursuing careers in education! Build your resume, gain valuable classroom experience and receive credit toward required observation and instruction hours while on the job!**

**POSITION OVERVIEW**

- Performs an essential role in enabling the Discovery Center to meet its mission -  
*“To make science exciting, relevant and interesting to all types of learners by providing interactive exhibits and programs that actively engage children, adolescents and their families; foster inquiring minds; and nurture the individual genius within each of us.”*

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- **Education and Instruction**
  - Educating students in grades Pre-K through 12 through exciting floor demonstrations, activities and science labs
  - Running shows and presenting live astronomy programs in the Space Theater
  - Presenting Science Live! shows and other educational programs at area schools, day cares, etc. (mileage paid)
  - Presenting education programming to children and adults during general operating hours, Family Science Nights and other special events
  - Willingness to work with and assist with care of live animals (small reptiles, mammals, etc.)

**OTHER DUTIES AND RESPONSIBILITIES**

- **Provide outstanding customer service to all DHDC guests to ensure an exceptional experience for every visitor!**
- **Front Desk Operations, including but not limited to:**
  - Operating register system and completing daily cash/attendance reports
  - Serve as “information center” for facility guests
  - Checking in large school groups
  - Driving sales of birthday parties, memberships and special events tickets
  - Answering phone and routing calls to appropriate manager(s)
- **Science Café Operations, including but not limited to:**
  - Operating register system and completing daily cash reports
  - Assisting guests with café purchases
  - Restocking café supplies as needed
  - Assisting Space Theater with announcements and seating as needed
- **Special Events:**
  - Birthday Party set-up
  - Serving as birthday party host/hostess
  - Managing activity stations for special events
- **Supervise and maintain public areas of the facility to ensure that it is safe, clean and operational at all times**
- **Actively coordinate with the other members of the Visitor Experience and Educational team**
- **Participate in all staff meetings and training sessions**
- **Other duties as assigned**



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**QUALIFICATIONS**

- High School Diploma
- Must have prior experience working with children or in educational settings
- Must be able to work a flexible schedule, including weekdays, weekends, evenings and holidays as needed. Some daytime availability required. *(Accommodations made for class schedules.)*
- Effective communication skills with peers and management a must
- Positive, can-do attitude required!
- Exceptional organizational skills
- Ability to multi-task and perform all duties with integrity and excellence
- Outgoing and willing to work with large groups of people
- Must enjoy working with children of all ages in an educational setting
- Possess large amounts of creativity, patience and love for science!
- Ability to regularly lift 50 pounds.

**TO APPLY**

A job description and application are available at [www.dhdc.org](http://www.dhdc.org) by clicking on the “About” tab or at 1200 Streit Drive, Amarillo, Texas, 79106. Completed applications and/or resumes may be submitted via email to [khadley@dhdc.org](mailto:khadley@dhdc.org); faxed to 806-355-5703 Attn: Kyle Hadley; or delivered in person to the DHDC.