



**Job Title: Science Guide**

Reports to: Programs and Events Manager

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

Rate of Pay: \$9.00/hour

**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**

- **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**

**QUALIFICATIONS**

- High School Diploma
- 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.