



**Job Title: Imagination Station Part-Time Experience Coordinator**

**Reports To: Meta Shaw Coleman Children’s Imagination Station Director**

**Position Summary**

The Meta Shaw Coleman Children’s Imagination Station is seeking enthusiastic, dependable, and engaging individuals to join our team as Part-Time employees. This position supports daily Imagination Station operations by providing exceptional guest experiences, facilitating interactive exhibits and activities, assisting with special programs and events, and ensuring a safe and welcoming environment for children and families.

This is a flexible, part-time position. Employees may be scheduled for varying shifts, including evenings, weekends, holidays, and special events. Candidates must be available to work on Saturdays. Additional hours may be available for Imagination Station programs and events. Employees will be provided with advance notice whenever possible. Please note: This position is not eligible for health insurance or other full-time employee benefits.

**Job Duties and Responsibilities**

- Welcome and assist Imagination Station guests, providing friendly and professional customer service.
- Engage children and families in hands-on exhibits, activities, and educational experiences.
- Monitor exhibit areas to ensure visitor safety and proper use of museum resources.
- Facilitate programs, workshops, camps, birthday parties, and special events as assigned.
- Assist with opening and closing procedures.
- Maintain cleanliness and organization of exhibit spaces, classrooms, and public areas.
- Answer visitor questions regarding exhibits, programs, memberships, and Imagination Station policies.
- Support admissions, gift shop, and front desk operations as needed.
- Assist with event setup, breakdown, and logistics.
- Report safety concerns, maintenance issues, or incidents to supervisors promptly.
- Work collaboratively with Imagination Station staff, volunteers, and community partners.
- Perform other duties as assigned to support Imagination Station operations.

**Qualifications**

*Required Qualifications*

- High school diploma or equivalent.
- At least 18 years of age.
- Strong communication and interpersonal skills.
- Ability to work effectively with children of all ages and their caregivers.
- Reliable, punctual, and customer-service oriented.
- Ability to stand, walk, bend, and lift up to 25 pounds as needed.
- Ability to pass a background check.

*Preferred Qualifications*

- Experience working with children, families, education programs, camps, museums, recreation, or customer service.
- CPR/First Aid certification (or willingness to obtain certification).
- Experience facilitating group activities or educational programming.