



SEE Science Center, Inc. Manchester, NH

Weekend Facilitator (Part Time weekends with additional opportunities)

For application info call (603)669-0400 or visit 200 Bedford St. Manchester, NH or email becky@see-sciencecenter.org

Job Summary

The primary function of an incumbent in this class is to facilitate visitors' experience at SEE by greeting guests, demonstrating exhibits, answering questions, operating cash register and providing other assistance as needed.

Supervision Received

The incumbent works under the supervision of the Education & Program Coordinator with direct guidance from the Lead Weekend Facilitator who assigns workloads and provides policy and procedural guidance on a regular basis.

Examples of Duties/ Responsibilities

(This list of duties may not include all tasks but is representative of general duties.)

- Interact with visitors and facilitate visitor experience during general public hours.
- Demonstrate exhibits
- Ensure Birthday Parties, other groups receive proper attention.
- Answer the telephone, handle inquiries, schedule birthday parties.
- Operate cash register
- Stock gift shop shelves
- Perform basic janitorial duties (cleaning, sweeping, vacuuming, dusting, etc.)
- Perform other duties as required

Requirements

- Ability to communicate effectively verbally and in writing
- Ability to work well with the public /all ages and backgrounds and be comfortable in crowded situations while communicating effectively
- Must be able to stand for long periods, bend, climb stairs and lift 35 pounds
- Interest in Science, Technology, Engineering and Math (STEM) a plus
- Abide by all SEE/SNHS Safety Policies and Procedures
- Must pass background check
- Must be at least 16 years old to apply