



Spanish-Speaking Play Ambassador (Coordinator)

EMPLOYER: WOW! Children's Museum

FLSA Status: NonExempt

Job Status: Full-time

Pay Range: \$39,000-\$42,000.

Grade/Level: Coordinator Level: Midlevel (Some Experience)

Benefits Eligibility: Eligible for full benefits

Job Term: Temporary. Grant funded one-year position

Reports to: Community Programs Manager

Supervises: Supervises Play Ambassador volunteers and Coordinates Play Ambassador role for Guest Services Staff

POSITION SUMMARY:

The Spanish-Speaking Play Ambassador (Coordinator) is a one-year, grant-funded position responsible for coordinating and implementing WOW! Children's Museum's Play Ambassador program to support the mission of the Museum. The role of play Ambassadors (volunteers and staff) is to model joyful play on the Museum floor and during Museum experiences, encouraging caregivers to interact with exhibit provocations and features, and learners of all ages to approach exhibit features and programs with confidence and joy. This Coordinator position's success will result in a team of Play Ambassadors regularly engaging with and expanding the learning of visitors and will ultimately result in families enthusiastically engaging with Museum exhibits and programs, part of WOW!'s efforts to inspire every child's learning and curiosity through play, regardless of background.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

Coordination of Play Ambassador Program

- Serve as lead Museum Play Ambassador (greeting visitors, encouraging visit interaction and engagement, modeling open-ended questioning and self-guided play through early-childhood-education strategies, interpreting at Museum exhibits and interpreting and co-facilitating in Museum programs)
- Collaborate with Manager of Community Programs & Engagement in developing a Play Ambassador training module
- Coordinate, Facilitate and Evaluate Play Ambassador trainings for volunteers and staff
- Stay up to date on new developments in early childhood informal learning environments, play-based and museum learning, and nonprofit volunteerism and recommend changes for the Museum as needed.

Volunteer Outreach and Recruitment

- Represent WOW! in public meetings and presentations to the community -- developing strong community relationships such that WOW! becomes the volunteer organization of choice.
- Maintain accurate tracking of volunteer calendar, contact information and hours served.
- Support Community Programs Manager in providing training to volunteer Play Ambassadors.

Participate in Interdepartmental Collaboration and Training

- Attend staff meetings as required
- Keep up to date on Museum policies, standards, and specific language
- Assist in additional tasks as assigned by supervisor

POSITION QUALIFICATIONS:

- Spanish speaker
- Ability to present effective and compelling messages to individuals, groups, and the public
- Strong interpersonal skills and an ability to work with a diverse variety of individuals
- Detail-oriented with the ability to manage multiple tasks and deadlines
- Excellent communication skills, both written and verbal
- Self-starter with the ability to work with limited supervision, including on weekends and evenings as needed

EDUCATION AND EXPERIENCE:

- High School Diploma/GED required
- Bachelor's degree in early childhood education or relevant field preferred
- Experience working in Informal Learning settings or Play-based Early Childhood Settings
- Minimum 1 year of volunteer management preferred
- Experience working with Spanish-speaking children and families

PHYSICAL DEMANDS:

- Regularly required to stand, sit, walk; talk, and hear
- Regularly required to crouch or kneel
- Regularly required to use hands to finger, handle, grasp, or feel
- Regularly required to use close vision
- Occasionally required to lift up to 20 lbs.

WORK ENVIRONMENT:

- Subject primarily to indoor conditions
- Frequent standing, kneeling and sitting on floor
- Frequently subject to a loud and busy environment
- Routinely uses standard office equipment such as computers, phones, photocopiers, and filing cabinets

The employee and the Employer have reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Supervisors may assign additional functions and requirements as deemed appropriate. This document does not represent a contract of employment, and the Employer reserves the right to change this job description and/or assign tasks for the employee to perform, as the Employer may deem appropriate. This Employer is an Equal Opportunity Employer.