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Mission: To ignite the spark of creativity inherent in all children.

Job Description: Part-Time Weekend Team Member

Reports to: Director of Programs with Guest Creativity Manager (GCM) during shift

Compensation: \$10.00 /hour part-time

Shifts: Schedule: Saturday, Sundays and Holidays, hours vary (occasionally weekdays/weeknights as applicable with events)

Position Summary: Works directly with the public during open hours and special events in a variety of ways. Weekend team members are responsible for the safety, security, and cleanliness of SPARK! facility. Additionally, team members support admissions, gift shop, phones and answer general questions.

Job Responsibilities:

- Able to commit to working weekends and occasional weekday/weeknight events
- Engage with guests and assist
- Set up for the day and Cleanup at closing
- Able to use good judgment in difficult and complicated situations
- Continually canvassing the lower level ensuring the facility is operating as designed
- Oversee activities to ensure all guests are safe and not harming the SPARK! environment or equipment
- Comfort with technology to the extent of resetting devices and clearly describing technology issues to the GCM or SPARK! Staff
- Communicate any facility-related issues to GCM
- Know and understand the emergency procedures
- Ability to serve as a positive representative of SPARK!
- Share the mission and future of SPARK! with all guests
- Have a strong knowledge of SPARK! history
- Other tasks as assigned by the GCM as needed

Qualifications:

- Teamwork oriented
- Creative thinker
- Able to handle an ever-changing environment
- Self-motivated
- Spanish is a plus
- Must possess strong interpersonal communication skills to talk with visitors
- Must possess a valid driver's license.
- Must be eligible to work in the U.S.

This description and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of an incumbent. An incumbent may be asked to perform other duties as required.