

**Job Descriptions: Guest Creativity Guide**

(Part Time - primarily on weekends and some evenings)

**Reports to:** Manager on Duty and ultimately to the Chief Operations Officer

**Position Summary:** These individuals are energetic, outgoing and dedicated to showing our guests a great time as the guests engage in exploration, play, discovery and creative experiences. You must have a warm smile, great attitude and enjoy meeting a wide variety of people.

**Essential Functions and Responsibilities:**

* Provide a high level of customer service
* Present yourself in a professional manner
* Effectively communicate with guests
* Learn SPARK! history, mission and vision and be able to share with guests
* Set-up, take down, light cleaning and trash removal
* Available to work on weekends, minor holidays and special events
* Other duties as assigned

**Qualifications:**

* An understanding of the creative process
* Ability to communicate in a clear, precise and friendly manner
* Excellent customer service skills
* Maintain neat, professional appearance
* High energy level and can-do attitude
* Previous experience working with children and their parents preferred
* Must be a self-starter
* Must be at least 16 years old with reliable transportation
* Must be able to work in the U.S

**Essential Physical Requirement:**

* Must be able to capably lift 25 pounds, bend comfortably at the knees and waist, and twist.
* While performing the duties of this job, the employee is frequently required to stand, walk, stoop, kneel, crouch or crawl and occasionally required to sit and climb or balance.
* The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

**Hours:**Hourly, primarily Saturdays 9:00 - 5:00 and Sundays 11:00 - 6:00. There will be some seasonal variations, along with periodic evening or weekend events.

**Please send cover letter & resume to:** careers@sparkdallas.org