

## **Arizona Science Center Job Description**

**Job Title:** CREATE Facilitator  
**Division:** CREATE  
**Reports To:** CREATE Managers  
**FLSA Status:** Non-exempt

### **SUMMARY**

CREATE Facilitators represent the “public face of CREATE at Arizona Science Center.” Facilitators work in the CREATE space greeting visitors and engaging them in programming activities. They are required to be receptive, outgoing, and engaged with the public while they are in uniform. CREATE Facilitators assist guests to become familiar with the activities and encourage visitors to experiment, and provide answers to questions. CREATE Facilitators will work in the CREATE Challenges areas, setup tabletop activities, assist in the kitting process, and maintain areas. They will also have time during their shifts to participate in self-directed training opportunities and assist with tasks in the Resource Centers that include a Wood Shop, Artistry Hub and Electronics Zone.

- CREATE Facilitators are expected to work a regular schedule, including weekends and holidays (excludes Thanksgiving and Christmas Day when the Center is closed).

### **EQUAL EMPLOYMENT OPPORTUNITY**

Arizona Science Center maintains a strong policy of equal employment opportunity for all Employees and applicants. We recruit, hire, train, promote, compensate and dismiss Employees on the basis of such factors as experience, character, ability and skill, without regard to race, color, religion, sex, sexual orientation, national origin or heritage, age, marital or veteran status, disability, citizenship, or any other status protected by federal, state or local law.

### **ACCOMMODATIONS:**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned:

- Assists with the creation of new programming activities.
- Learns new activities and must be able to instruct and assist visitors through said activities.
- Assists with the sourcing and collation of kitting materials.
- Actively seeks out and engages visitors in conversation, exploration and experimentation.
- Provides excellent customer service, group greetings, and general visitor information as they work in uniform in the building.
- Follows a daily schedule, prepared by CREATE management.
- Works a regular schedule established between the CREATE Facilitator and CREATE Managers. Additional shifts may be temporarily added through mutual agreement.
- Attends regular mandatory training sessions, held during regular work hours.
- Complies with the ASC dress code.
- Must have access to an email account and check it regularly (at least once per shift).
- Ensure safety protocols are followed and provide first aid assistance when needed. All staff will be trained in CPR and First Aid.

**SUPERVISORY RESPONSIBILITIES:** This is not a supervisory position.

**QUALIFICATIONS:** To perform this job successfully, an individual must be a minimum of 16 years of age on the date of hire, and able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**EDUCATION and/or EXPERIENCE:** A science, education, and/or museum background is highly preferred.

**OTHER QUALIFICATIONS**

- A “people person” with an outgoing and friendly personality
- Excellent interpersonal skills
- Works independently and proactively without constant supervision
- Ability to communicate in Spanish is helpful but not required
- Experience with the arts, electronics, woodworking a plus

**Please submit resumes to** Human Resources at [hr@azscience.org](mailto:hr@azscience.org) using subject line *Last Name, First Name – CREATE*. No phone calls please.