

## Work Study Job Description

<b>Job Title</b>	Visitor Experience Guide
<b>Organization Name</b>	KidsQuest Children's Museum
<b>Job Location</b>	BELLEVUE
<b>Address</b>	4091 Factoria Mall SE Bellevue Washington 98006
<b>Pay Rate</b>	\$9.19 - \$9.19
<b>Employment Period</b>	Academic Year
<b>Hours Per Week</b>	19 hrs/wk
<b>Contact Supervisor</b>	Sarah Bigley
<b>Phone Number</b>	4256378100
<b>Email Address</b>	sarahb@kidsquestmuseum.org
<b>Website</b>	<a href="https://www.kidsquestmuseum.org">https://www.kidsquestmuseum.org</a>

### Nature of Organization

Our mission is to create learning through the power of play and exploration that connects children to their community and the world. KidsQuest encourages whole-family learning and invites you to explore, play, and learn together.

### Duties and Responsibilities

- Accurately inform visitors of current museum happenings and future offerings
- Interpret and facilitate exhibits through play
- Perform demonstrations and activities on the museum floor
- Respond to questions and needs in a positive and supportive manner
- Facilitate birthday parties and educational events as needed
- Assist at the Admissions Desk and in the Museum Store with opening and closing cash control duties
- Keep exhibit floor and meeting areas in optimal condition
- Perform other related duties as assigned

### Minimum Qualifications

- Experience in a customer service environment & cash handling required
- At least one year retail, customer service, museum, or childcare experience strongly encouraged
- Friendly, outgoing personality
- Thrive on working in a fast-paced environment
- Demonstrated ability to communicate and relate effectively
- Ability to stand for extended periods of time, lift from ground to above shoulder, climb stairs & ladders, bend, stoop, sit, push, pull, & use manual dexterity

### **Educational Benefits**

During your time as a VEG, you will gain skills in:

Time management, multitasking, and organizing

Educational approaches

Child development

Informal education

Non-profit operations

Hospitality

Art & Science activity facilitation

Communicating with a diverse audience

### **How to Apply**

Cover Letter, Resume, & Application (via website) preferred. Email [jobs@kidsquestmuseum.org](mailto:jobs@kidsquestmuseum.org)

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Job Number: 75KIDS01 | Category: Office & Administrative | Program: Community Service - FED |  
Reimbursement Rate: 75%