

# Educational Program Assistant (EPA)

## **Job Description**

At The Children's Museum of the Brazos Valley (CMBV), we strive to provide a child-centered, hands-on, interactive environment that cultivates the curiosity to learn and discover. We believe that a team of talented, passionate staff is the key to achieving this goal. CMBV is always looking for others that share the energy, enthusiasm, and drive for impacting our community.

Our Educational Program Assistants (EPAs) are responsible for ensuring the safe environment of our museum along with working the museum's Welcome Desk. EPAs are expected to maintain the cleanliness of our exhibits and surfaces, build relationships with guests and their adults, and uphold all the rules within the museum.

## **Essential Functions:**

- Maintain a safe, clean museum & work environment
- Engage with clients and caregivers - focusing on creating experiences
- Maintain an inviting and professional manner when interacting with guests
- Administer cleaning, opening, and closing procedures as instructed
- Be familiar with the POS system and other task management programs
- Comfortable answering phones and emails and other reception duties

## **General Qualifications:**

The following skills are necessary to meet the requirements of the EPA position:

- Teamwork
- Balancing of team and individual responsibilities
- Flexibility in working environment
- Problem Solving - quickly analyze a situation and come to a logical solution
- Organizational Skills - ability to see an organization system and follow it with little difficult
- Hospitable & Interpersonal Skills - professional attitude and behavior, ability to leave the "mess at the door"
- Connect with Customers - phone and in person interactions will remain professional, inviting, and encouraging
- Computer Skills - ability to use POS, Google Workspace apps, and any other needed project management software
- Ability to lift and move 25 lbs at one time
- Ability to move and bend to retrieve items from the ground

*The above statements are intended to describe the general nature of work performed by the Educational Program Assistant. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of this position, which can be revised real-time. The Children's Museum of Brazos Valley is an equal opportunity employer.*