



**Job Title:** Operations Coordinator  
**Full-Time/Permanent:** 40 hours/week  
(Weekend hours are required)  
**Pay Rate:** \$12 - \$13 hourly  
**Pay Range for Position:** \$12 to \$16  
**Direct Supervisor:** Betsy Mappilaparampil  
**Hiring Manager:** Micaela Balzer

### **Position Duties:**

- Leads the organization's daily operations, including but not limited to the exhibit area, workshops, and opening and closing procedures.
- Welcomes groups, birthday parties, and general guests to science center.
- Provides leadership to staff in daily operations of science center.
- Collaborates with Program Coordinators to train staff for group workshops and delivers educational workshops to groups.
- Supports educational programs, including but not limited to purchasing, inventory, and support.
- Develops and delivers daily engagements for guests in Think Tank and on the exhibit floor area.
- Coordinates functions of daily operations, including overnights and rentals, requiring evening hours.

### **Position Requirements:**

- Customer service experience required.
- Knowledge and skills typically acquired through coursework in an educational program, with emphasis on areas such as education, science background, customer service, and program development.
- Experience in educational programs for at least 2 years.
- Ability to communicate with visitors of all ages.
- Skill in Windows-based software (word processing and spreadsheets) is required.
- Must be able to prioritize multiple, overlapping tasks while maintaining a pleasant, customer-focused attitude.
- Must be able to perform physical activities for extended periods, operating a cash register and computer, and operating a motor vehicle. Must have a valid driver's license and acceptable driving record.

### **To Apply:**

Please send a cover letter and resume to Betsy Mappilaparampil at [mappilaparampil@impression5.org](mailto:mappilaparampil@impression5.org).

### **Notice:**

A criminal background check is performed for all individuals who are employed or volunteer at Impression 5 Science Center. Unsatisfactory results of the background check will disqualify applicants from further consideration.

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