

## Bourbonnais Township Park District Job Description

Position Title:	Playologist				
Department:	Exploration Station	GL Code:	123-04-5002		
Reports to:	General Manager				
Supervises:	n/a				
Classification:	Part-time	FLSA:	Hourly	Starting Range:	\$12.00 per hour
Approved :	12/08/17	Revised:	03/12/20	Next Increase:	To \$13.00 Jan 2023

### Position Description:

The Playologist is responsible for ensuring that all children and families visiting the Museum have a great experience by providing excellent customer service and maintaining a clean and safe environment.

### Qualifications:

The position requires a person at least sixteen (16) years old. This job is an entry-level position.

### Skills needed to be demonstrated

- Complete daily museum duties as are necessary and assigned. A listing of duties is attached and made a part of this job description
- Cooperate with and provide assistance to all district staff and perform dependent responsibilities as a team member; work effectively on cross-over tasks or group projects
- Courteously answer questions or make proper direction for requested information and/or concerns relating to District operations
- Keep the General Manager apprised of any and all complaints, suggestions, and program ideas received at the museum pertaining to District operations and staff
- Implement public relations procedures as applicable to District operations; recommend additional procedures as necessary
- Must be a responsible, self-starter with exceptional customer service and problem solving and communication skills. Must be a friendly, people person who is able to prioritize and work independently.

### Safety and Risk Management

- Administer first aid when necessary for participants or staff member's welfare
- Monitor participant health or safety practices
- Report first aid supply needs to designated supervisor
- Follow agency procedures as relates to completion and submittal of accident and/or incident reports
- Refer insurance questions to immediate supervisor
- Fully understand and follow the guidelines of the Illinois abused and neglected child-reporting act and any procedures that accompany that law

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### **Facility Management**

- Notifies supervisor of any problems or dangerous situations with facility, outdoor park areas or equipment
- Assist in the care of the exhibits
- Ensure facility site is vacant of participants at close of activity/rental/event

### **Interdepartmental Collaboration and Training**

- Attend all staff meetings as required
- Keep up to date on Museum policies, standards, and specific language
- Participate in training sessions to review known material and learn new material
- Assist in additional tasks as assigned by supervisor or other Museum Directors.

### **Physical Considerations**

- Must be able to lift objects less than fifty (50) pounds
- Must be able to stand for extended periods throughout the workday
- Must be able to perform duties as is required of specific program offering

### **Environmental Considerations**

- Exposure to extreme outdoor climatic and temperature conditions (heat, cold, sun, wind, precipitation & humidity)
- Exposure to indoor climatic and temperature conditions and changes (heat, air conditioning)
- Exposure to light office equipment and machinery
- Exposure to heavy equipment and machinery
- Exposure to cleaning fluids and solvents used in the museum
- Must be able to give and receive verbal and written directions
- Must be able to effectively adjust to stressful situations such as handling of disgruntled, dissatisfied, and/or irate customers, and the handling of continual questioning and explanations

### **Mental/Cognitive Considerations**

- Must be able to communicate effectively in verbal situations (use of telephone, personal, small and large group meetings)
- Must be able to communicate effectively in written situations (use of computer keyboard, typewriter, note-keeping or similar format)
- Must be able to effectively adjust to stressful situations (handling irate customers, continual questioning & explanations)
- Must be able to effectively give and receive verbal and written directions

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Playologist Responsibilities throughout the day

**Keep in mind that one of your major responsibilities is to keep the museum looking the very best that it can –all day long.**

Check the Castle:

- Pick up any castle clothes and hang on hooks. Washing is done once a week or as needed.
- Make sure colored pencils at light table are sharpened and paper replenished.
- Check the dungeon, stairways, and upstairs for misplaced toys.
- Check upper levels of the castle-keep in good order and check for repairs.
- Check Little Squires for misplaced items and place in appropriate area.

Check the Puppets:

- Pick up puppets and place them on the puppet stand when not in use.

Check the Fire Dept/Hospital:

- Hang up jackets and pants.
- Check puzzles and make sure all pieces are placed appropriately
- Make sure stretcher and all manipulatives are in their places

Check the Pet Clinic:

- Hang up jackets and lanyards.
- Place all surgery tools on surgical trays.
- Place all patient charts and books on hanging bookshelf.
- Place all stuffed animals back in their appropriate kennels along with beds and food dish.

Check Feelings Room:

- Make sure tables and chairs are in designated space
- Make sure all manipulatives are on designated tables
- Place all Dollhouse items away correctly

Check the Grocery Store:

- Hang reusable bags on the hooks.
- Put all grocery items on the shelves.
- Replace grocery items as needed.
- Make sure that the children are not climbing on any exhibit piece, and are being gentle with the cash register/scanner system.

Check Diner:

- Check table and chairs for any safety issues
- Place all manipulatives in appropriate spaces

Check the Wreck Resort:

- Check for any damages or safety issues.
- Make sure there are appropriate amount of legos for raceway

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### Check My House:

- Check for any damages or safety issues.
- Place all manipulatives in appropriate place
- Make sure all babies are back in this exhibit

### Check the Restrooms: - on the half-hour

- Pick up any paper on the floor.
- Empty wastebaskets, if necessary.
- Replace toilet tissue and paper towels, as necessary. Both are located in the custodial closet up front or in the storage area in the multi-purpose room closet.
- Wipe up any significant soil as needed.
- Use rubber gloves and appropriate cleaning solution for doing any cleaning in the restroom. Both can be found in the front custodial closet.
- Need to initial the bathroom check sheet each time the restroom is checked for cleanliness.

### Check the Steam Lab:

- Discard scraps and materials that cannot be reused.
- Put any usable items in the appropriate spaces.
- Re-seal any markers. Dispose of any that have become dry.
- Check glue sticks and dispose of any that have run out or become hard. Fresh glue sticks and markers can be found in the cabinets.
- Fill any empty scrap material spaces with more items- Items can be found in the cabinets or attic.
- Use the broom to clean the floor as necessary.
- Use a wet cloth to clean the work surface, if needed. Table should be cleaned with appropriate cleaner at the end of the day when the children are gone.
- Restock all materials at end of shift.

### Check the Creative Flight:

- Pick up any airplane/jet pieces or books and place them in their appropriate containers.
- Keep a paper supply on hand near the machine in appropriate containers for making airplanes/jets.

### Check the 3D Simulator:

- Make sure the children in this area are taking care of the joystick/and operating buttons
- Make sure that children are not climbing on any exhibit in this area.
- Make sure that the simulator is reset when no children are playing so it does not freeze

### Check A-Mazing Airways:

- Pick up any scarves, balls, or proper miscellaneous items and put in appropriate containers

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- Make sure the children/guardians are using only one item at a time to prevent poor performance and clogging of exhibit.

### Check Illumination:

- Make sure light table is clean and all pieces are in appropriate bins
- Make sure all lite brite pegs are in appropriate bins

### Check the Patio, Gardens and outside exhibits:

- Check for any damages or safety issues.
- Refill and clean paint center as needed
- Replenish paint brushes as needed

### Check Paleontology:

- Pick up the mulch from the Dino-Dig Area as needed.
- Pick up any costumes, books, paleontologist supplies, etc and place in proper containers as needed.

### Check Train Table/Gravity Wall:

- Pick up the trains and miscellaneous pieces and place in bins for storing.
- Check for any shifting of the cabinets under the table
- Place all gravity wall pieces and ball in appropriate place on gravity wall

### Check Music Room:

- Pick up the music instruments and place in appropriate places
- Check for any damaged pieces and replace if needed
- Make sure the tablet is charged at opening and set to charge at the end of each shift
- Make sure to plug the lights in at opening and unplug at the end of each shift

### Check Temporary Exhibit:

- Pick up the manipulatives and place in appropriate place in exhibit
- Check for any damages or items needed to be replaced

### Responsibilities for groups:

- Greet groups upon their arrival at the museum.
- Give the orientation to the group;(preferably while they are on a bus) -using prescribed format
- Check times and lunch arrangements with the admission clerk.
- Set up the Multi-purpose room with tables and chairs for lunches and/or programs.
- Assist Group and Reservation Coordinator as needed with programs or add-ons.
- Remind groups to help clean up when their lunchtime is almost up.
- Clean up the multipurpose room after lunch.
  - Wipe off tables and chairs with appropriate spray.
  - Put tables and chairs away if they will not be used again.
  - Sweep the floor.

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### Responsibilities for Birthday Parties:

#### **All Parties:**

- Close Multipurpose room doors when setting up for a party to discourage guests from coming in too early. Guests are only allowed in the room during the scheduled party times.
- Set up tables and chairs to accommodate the party.
- If trimmings is an add-on, set up party room as necessary per party contract.
- Check in with party host during party time to make sure the party is on schedule, has the items they need if they requested add-ons, and party is respectful of party room.

#### **For Clean up:**

- Clean all tables and chairs.
- Sweep Floors.
- Mop up any spills with **water only**. Tell the General Manager (if available) or custodian that day about the floor.

If your shift ends and the museum is still open, be sure you have the entire museum in order before you leave.

### Closing Procedures:

- Guide checklist should be completed before leaving at night. The following should be checked off the list each evening:
  - Turn off electronic equipment in each exhibit.
  - Pick up all exhibit areas and leave stocked and clean for the next day.
  - Turn off the A-Mazing Airways and 3D Simulator exhibits.
  - Make sure evening laundry is done.
  - Wipe down the windows and mirrors in the museum.
  - Make sure all exhibit lights and fans are turned off (only when there are no evening programs and the custodian is not present.)

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**This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements and effects of working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job when circumstances change: eg, emergencies, rush jobs, changes in personnel, workload, technological development, etc.**

## **CERTIFICATION**

“I have read this job description, and certify that I can perform all essential job functions without a significant risk to my own health and the health and safety of others that cannot be eliminated by reasonable accommodations” The Executive Director may amend this position’s description from time to time at his/her discretion. In addition, the Executive Director, and/or appointed authority, have and retain the rights to revise, eliminate, combine, and or establish positions and classifications. Amendments by the Executive Director shall be effective on such date as designated.

Employee Printed Name:			
Employee Signature:		Date:	__/__/____