



## Visitor Guide Job Description

**Explore. Engage. Discover. Inspiring the scientist in everyone.**

North Dakota's Gateway to Science (NDGTS) is a great place to work. Visitor Guides are the face of NDGTS. They are the first representatives of the science center for our visitors. It is important that a person in this job is welcoming, kind, fun and friendly. If you are looking for a part-time job with the flexibility to work around your busy schedule and you are at least 15 years old, consider applying to be a Visitor Guide at NDGTS.

### **About North Dakota's Gateway to Science**

North Dakota's Gateway to Science (NDGTS) is a hands-on science center with an interactive exhibit gallery in Bismarck. Our mission is to inspire the scientist in everyone. NDGTS opened a new facility in March 2023. The new facility has increased our capacity to serve all ages with exhibits and programs, and to operate as the headquarters for our statewide outreach program.

### **Responsibilities include but are not limited to:**

- Serving as a guide to the gallery:
  - Engaging and helping visitors with exhibits
  - Answering questions
  - Cleaning and regular maintenance of exhibits
- Front Desk
  - Greeting visitors
  - Informing them about rules, memberships, and other outreach
  - Running POS
  - Answering phone calls
  - Hosting Birthday Parties
- Programming
  - Serve as educator for STEM camps and after school programs
  - Planning, developing, and delivering activities for programming
  - Support in all aspects in programming including organization/prep

### **Requirements:**

- Applicants must be at least 15 years old
- Ability to move under and around exhibits (accommodations can be made as needed)

- Must be willing to follow OSHA and Health Department safety recommendations
- Must be able to work at least 8 hours per week

#### **Education and experience required**

- No experience required. Training will be provided.

#### **Traits and skills required**

- Commitment to innovation and hands-on STEM education for all ages, 0-99.
- Ability to relate to children and encourage their exploration of STEM. Ability to promote a welcoming environment to engage children and families and maximize learning and enjoyment.
- Dependable, with attention to detail within a fast-paced, changing environment.
- Ability to prioritize work and to meet deadlines. Ability to handle multiple tasks in a timely manner.
- Ability to work independently and with a team.
- Excellent interpersonal skills. Receptive to the ideas of others and able to work cooperatively with others.
- Sense of curiosity with an eagerness to learn. Willing to ask questions and apply feedback.
- Ability to think critically and to solve problems creatively. Ability to be decisive, acting quickly to prevent and to solve problems.

#### **Terms of Employment**

- Hourly, \$14.00-15.00/hour
- Flexibility in work schedule.
- Evening and weekend work is required.

The above is intended to describe the general content of and requirements for this position's performance. It is not to be construed as an exhaustive list of duties, responsibilities, and requirements.

**Application deadline April 30th, 2024. To apply please fill out and submit the application located below job description on our website.**

Please send any questions to [gscience@gscience.org](mailto:gscience@gscience.org)