



**Role Description:** Administrative Assistant  
**Reports to:** Museum Director

### **Essential Function**

Support the Museum Director by performing general clerical duties and providing essential support. This role includes maintaining organizational systems, coordinating volunteer data/activities, and communicating effectively with various stakeholders. The role also includes supporting a robust volunteer program and sunshine activities.

### **Essential Duties**

#### **Administrative Support**

- Perform clerical duties, such as managing paperwork, copying, and filing.
- Compile key documents and minutes into a monthly Board Packet and maintain the Board Portal.
- Maintain core documents, including the Board Member Handbook and contact list.
- Maintain the Museum's Google Drive.
- Coordinate the Museum's administrative calendar, including invitations for committee and board meetings.
- Handle additional administrative projects as assigned.
- Open, sort, log, and distribute incoming correspondence.
- Screen incoming calls, meeting requests, and correspondence.
- Maintain the office environment and breakroom, ordering supplies as needed.
- Maintain employee recognition systems and coordinate sunshine activities.
- Support activities and events, including mailings, name badges, registration lists, materials, etc. Attend events as needed.

#### **Volunteer Coordination**

- Maintain volunteer profiles and data, including areas of interest in Altru and Google Docs.
- Stay abreast of best practices in volunteer recruitment, participation, and recognition.
- Provide monthly reports on volunteer participation, maintaining accurate records.
- Work with the Volunteer Task Force to:
  - Ensure effective onboarding and frequent communication with the volunteer base.
  - Actively match qualified volunteers with organizational needs and schedule volunteer activity.
  - Organize and participate in volunteer cultivation and recognition activities and events.

#### **General**

- Keep confidential the business functions of the Museum, including, but not limited to, customer and donor information, employee issues, etc.
- Perform any other required duties as requested by the Museum Director to aid in better operation of the Museum and service to the customers.
- Demonstrate support of the museum mission, management, and board of directors.

## Qualifications

- Bachelor's degree or equivalent combination of education and experience.
- Successful results on a criminal and sexual abuse background screening.

## Required knowledge, skills, and abilities

- Displays a friendly, welcoming manner.
- Must project a positive attitude with both customers and co-workers.
- Ability to work in a fast-paced team environment and maintain cooperative working relationships with co-workers, volunteers, the Board of Directors, and the public.
- Attention to detail and follow-through, problem resolution, awareness of deadlines, and ability to organize workload to meet them.
- Is energetic, enthusiastic, well-organized, and creative.
- Has patience and understanding for every person that is encountered.
- Is flexible and adaptable to the changes that may evolve in the position.
- Demonstrates well-developed computer skills. Able to learn and use:
  - GSuite (Gmail, Docs, Drive, Sheets, Calendar, Photos)
  - Altru
  - Office 365 Suite (Word, Excel, Teams)
  - Zoom or other remote meeting technology
  - Project management software.
- Communicates effectively in writing, by telephone, and in person.
- Is organized, honest, and works well with others.
- Maintains a clean work area.

## Preferred experience, knowledge, skills, and abilities

- Spanish fluency
- Museum, nonprofit, or school experience

## Physical Demands

- Considerable standing, walking, stooping, and stair climbing.
- The ability to hear, understand, and distinguish speech and/or other sounds (e.g., alarms).
- Clarity of vision at approximately 20 inches or less (i.e., use of computers), at 20 feet or more (the ability to recognize features of a person or object), and peripheral vision.
- The ability to assist caregivers during building evacuation.
- Some lifting of more than 20 lbs., bending, and stretching overhead is required.
- Potential exposure to paints, glues, and solvents.
- Outdoor activities may expose this position to extremes in temperature and inclement weather.

## Schedule expectations

Administrative Assistant  
KidsPlay Children's Museum, Inc.

This part-time position requires 16 hours per week, distributed from Tuesday to Friday. This position is required to start early or end late and/or may include weekend activities.

### **Compensation and Benefits**

- Compensation Range \$17.00 to \$19.00 per hour
- Access to self-funded supplemental insurance.

### **Application Process**

Please submit an application via [kidsplaymuseum.org](http://kidsplaymuseum.org)

Please be prepared to submit

- Cover Letter with an expression of interest
- Resume
- Three letters of professional reference with contact information

Phone inquiries, mail, or in-person submissions will not be accepted.

**KidsPlay Children’s Museum, Inc. is an Equal Opportunity Employer and a Drug-Free Workplace.**