



Role Description: Youth Workforce Mentor
Reports to: Executive Director

Essential Function

The Youth Workforce Mentor will lead the implementation of KidsPlay's Youth Engagement and Workforce Development Pilot Program, running from June 22 to August 31, 2025. This part-time, seasonal role is responsible for recruiting, training, and supervising youth ages 14–18 (approximately 20) as they build foundational skills in communication, leadership, and visitor engagement through structured volunteer and internship experiences at the Museum. The Youth Workforce Mentor will foster a supportive learning environment, helping young participants grow into confident and capable contributors to the Museum and their broader communities.

Essential Duties

Youth Engagement Program

- Recruits, trains, interviews, and schedules Junior Volunteers and Youth Interns in coordination with the Operations Director.
- Leads orientation and weekly cohort meetings while mentoring youth through goal-setting and skill development.
- Supervises youth participants during service hours, providing coaching and fostering a supportive environment.
- Maintains records, collects surveys, and supports program evaluation and planning for future improvements.
- Promotes compliance with Museum policies and labor laws while fostering a safe and inclusive work environment.

General

- Keep confidential the business functions of the Museum, including, but not limited to, customer and donor information, employee matters, and other sensitive information.
- Perform any other required duties as requested by the Executive Director or Operations Director to aid in the better operation of the Museum and this program.
- Demonstrate support for the Museum's mission, management, and Board of Directors.

Required knowledge, skills, and abilities

The Youth Workforce Mentor:

- Displays a friendly, welcoming manner.
- Is energetic, enthusiastic, well-organized, and creative.
- Demonstrates strong leadership skills, including working with varied personalities and constituencies to accomplish goals gracefully.
- Shows patience and understanding towards every person encountered.
- Is flexible and adaptable to the changes that will occur in the position.

- Demonstrates well-developed computer skills. Able to learn and use GSuite (Gmail, Docs, Drive, Sheets, Calendar, Photos, Meet).
- Communicates effectively in writing, by telephone, and in person.
- Is organized, honest, and works well with others.
- Maintains a clean work area.

Qualifications

- Successful results on a criminal and sexual abuse background screening.
- Bachelor's degree preferred (Education, Social Work, Youth Development, or related field).
- Minimum of two years experience working with youth ages 14–18 in educational, community, or nonprofit settings.
- Strong skills in leadership development, mentorship, and program coordination.
- Experience designing and delivering youth-oriented training or workshops preferred.
- Willing and able to perform the job duties.

Physical Demands

- Considerable standing, walking, stooping, and stair climbing.
- The ability to hear, understand, and distinguish speech and 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 extreme temperatures and inclement weather.

Schedule Expectations

The role is expected to average 30 hours per week during the program's peak, with time allocated for orientation and program reporting (approximately 340 hours total are budgeted). The project period spans from July to August, with planning taking place in late June and evaluation and reporting scheduled for September 2025. Flexibility in scheduling will be considered to meet the needs of both the facilitator and the Museum. Due to Museum hours, the schedule may include evenings and weekends.

Compensation & Benefits

This is a part-time, seasonal position funded through a grant. Compensation ranges from \$25 to \$35 per hour, commensurate with experience and qualifications. Continued employment beyond this project period is contingent upon the availability of funding.

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