



**Summer Internship**  
**Play Pals Level I**  
**Position Description**

**Department:** Family Museum Learning Experiences & Environments

**Reports to:** Volunteer/Play Pal Coordinator

**Purpose:** Inspire, connect, and strengthen our community by enriching the lives of our children today and expanding their capacity to shape their future. Engage families, caregivers, and teachers with children eight years and under in active play and learning experiences and environments that spark their curiosity, explore their interests, foster their potential and nourish a sense of belonging. Supervision will consist of consultation rather than day-to-day direct supervision.

**Key Responsibilities:**

1. Organizing and presenting materials and related activities for pre-determined drop-in programming.
2. Being on time at the drop-in station, and ready to present the program at the start of the shift.
3. Set-up, tear-down, and clean-up of the drop-in station/ThinkShop at the conclusion of the shift.
4. Participation in staff planning and meetings as needed.
5. Know and enforce the safety standards and policies of the Family Museum.
6. Develop rapport with both children and parent/adult caregivers.
7. Other related duties as assigned.

**Basic Qualifications:**

1. Experience: Requires six months of experience in similar environments such as camp programs or similar programs involving children. Early Childhood Education and Theatre skills are recommended. Other experience may be considered appropriate in lieu of the aforementioned.
2. Interpersonal Skills: Must possess excellent communication skills, be patient and persuasive in dealing with children, and be able to communicate special problems and problem-solving ideas to Family Museum staff. Must be outgoing, friendly, flexible, and comfortable approaching and engaging with families.
3. Analytical Ability: Routine and non-recurring problem solving skills are required.
4. Working Conditions: Drop-in programming may take place in the exhibit galleries, the Great Hall, ThinkShop, Art Studio, and/or outdoor courtyard.
5. Applicants will be subject to background check.

**Time Requirements:**

Summer Internship: May through August  
Interns will be compensated \$9.10 per hour.

Internships available:

-Friday 8:30am-1:00pm, Saturday 9am-5:30pm, Sunday Noon-5:30pm (17 hours/week)

**To Apply:**

Send cover letter, resume, reference letter, and application to Stephanie DeLacy, Volunteer/Play Pal Coordinator.

Address: Family Museum 2900 Learning Campus Drive, Bettendorf, IA 52722

Email: [sdelacy@bettendorf.org](mailto:sdelacy@bettendorf.org)

Fax: 563.344.4164

Applications can be found at <http://familymuseum.org/about/employment/>

Application deadline: Friday, April 7<sup>th</sup> at 5:00pm