



JOIN OUR TEAM!

1100 Main St • Stevens Point, WI 54481 • 715-344-2003

POSITION: CUSTOMER SERVICE REPRESENTATIVE

The Central Wisconsin Children's Museum is looking for energetic, outgoing individuals who want to work in a fun and playful environment providing quality customer service to the public. Must be available weekends and occasional evenings.

POSITION RESPONSIBILITIES

- Provide excellent customer service to every visitor
- Responsible for opening, closing, and daily operations of museum according to Admissions Training Manual guidelines
- Maintain cleanliness, safety and functionality of visitor services area, adjoining hallways/restrooms, and exhibits
- Ensure visitors achieve educational outcomes thru exhibit interaction
- Educate museum visitors on programs, events, and opportunities
- Deliver museum programming using established lesson plans/curriculum
- Assist co-workers, volunteers and interns as needed
- Maintain a positive, upbeat, team player attitude.
- Ability to lift up to 30 lbs as well as work with various cleaning chemicals
- Other duties as assigned



PRIMARY QUALIFICATIONS

Experience providing excellent customer service and working with children is a must. An emphasis in early childhood education is preferred. Candidate must be organized, outgoing and positive with strong problem solving skills. CPR/First Aid certified preferred. Valid driver's license required.

SCHEDULE

Must be available to work 10-15 hours per week. Weekends required.

WAGE

\$10.00- per hour based on experience Includes fully-paid CWCM Family Membership.

ABOUT the Central Wisconsin Children's Museum

The mission of the Central Wisconsin Children's Museum is to provide a family-based discovery place where children and adults can play and explore together to strengthen confidence, capabilities and creativity through hands-on investigation. CWCM offers more than just a job; it offers a cause to embrace. We are conveniently located in Downtown Stevens Point.

HOW TO APPLY

Fully completed Central Wisconsin Children's Museum Employment Application is required. Application is available on-line at www.cwchildrensmuseum.org

Inquiries: Contact Cory Rusch, Development Director, at Cory@cwchildrensmuseum.org or 715-496-3438