



## All Access & Inclusivity Specialist

Reports to: Public Programs Coordinator

Hours: 24 per week, with occasional weekends and evenings.

Interested candidates: Please contact Madden Purcell, Public Programs Coordinator, at [mpurcell@exploredc.org](mailto:mpurcell@exploredc.org) with a resume and three references.

**Nature and Scope of Position:** Assist Public Programs Coordinator in planning and implementing Special Needs Initiatives at Discovery Center.

### **Key areas of responsibility**

- Plan programming and logistics for All Access nights and Sibshops
- Attend and facilitate monthly evening All Access nights (Second Thursday of each month) and Sibshops (Dates to be determined)
- Engage and interact with families visiting for All Access and Sibshops
- Attend training with All Access Inclusion Network, and assist in facilitating inclusivity training for Discovery Center staff
- Attend training for Sibshops
- Attend Discovery Center Special Needs Council Meetings
- Assist in planning of Camp Wonder
- Serve as lead counselor and Discovery Center contact for Camp Wonder
- Serve as Discovery Center liaison for All Access Inclusion Network. Help complete goals set by Public Programs Coordinator and AINN Contact
- Research and develop new opportunities for inclusion at Discovery Center.
- Assist in greeting and interacting with museum guests
  - Work on museum floor or at front desk, greeting and interacting with visitors
- Assist with the cleaning and sanitizing of museum
- Other duties as assigned

### **Competencies:**

Strong communication skills  
Results-oriented  
Quality-minded  
Multi-task  
Client service-minded  
Organized

Interpersonal skills  
Attention to detail  
Flexibility  
Prioritization skills  
Punctuality and Timeliness  
Positive, upbeat attitude

### **Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed below are representative of the knowledge, skills and/or abilities required:

- Ability to interact effectively, professionally, and courteously with visitors, staff and volunteers.
- Interactive and fast-paced team oriented tasks
- Exhibit high levels of flexibility and ability to work with a team

- Ability or willingness to learn how to properly operate Discovery Center vehicles including a school bus and pathfinder. Must possess a valid Tennessee Driver's License.
- Ability to relate to persons of all ages, diverse backgrounds, skills and abilities.
- Must be able to handle multiple tasks.
- Comply with a flexible work schedule.
- This job requires periods of standing, sitting, walking, stooping, kneeling, reaching, turning, twisting, bending above and below the waist, use of hands and arms, lifting, talking, hearing, use of computer and keyboard. Must have the ability to use both hands in fine manipulation of small tools; the ability to see well enough to read handwritten and typewritten materials; push/pull up to 10 lbs., and regularly lift up to 25 pounds.
- Noise level varies from quiet to loud
- Temperature varies from hot to cold