

**HEALTHWORKS KIDS' MUSEUM  
JOB DESCRIPTION**

**TITLE: Clerk                      REPORTS TO:        President & CEO**

**FLSA JOB STATUS: Non-Exempt        DATE WRITTEN:    June, 2015**

**GRADE:**

**Evaluation** (Weighted) Total: 100%

Part-time Position – 10-20 hours per week including some Saturdays and Sundays. This position is not eligible for benefits.

**JOB SUMMARY:**

Reports to the HealthWorks' Manager. Under careful guidance of the Operations Coordinator, performs general office duties and tends to the details of field trip scheduling and program registration. Accountable for routine accounting functions to include cash recording, accounts payable invoicing, and database entry. Greets and receives guests in a delightfully courteous and professional manner. Represents HW' in a highly positive manner and provides visitors with all reasonable assistance.

**JOB SPECIFICATIONS:**

**Education and Experience**

The above level of knowledge, skills and abilities are normally acquired through the successful completion of a high school diploma or equivalent. A minimum of one year office experience in a position requiring heavy public contact.

**Knowledge & Skills**

1. Requires the ability to read, write and speak English correctly and to communicate in a highly effective manner with a variety of internal and external contacts to exchange non-complex, factual information.
2. Requires basic office skills such as typing, filing and organization skills.
3. Requires a minimum typing speed of 40 wpm.
4. Requires the ability to make change, count money and verify receipts, etc.
5. Demonstrates the interpersonal and communication skills (both verbal and written) necessary to consistently receive and greet visitors, staff members, volunteers, etc. in a professional, sincere manner in order to project a positive image.

**Working Conditions**

Works in an interactive children's museum environment.

**Physical Demands**

Requires the physical ability and stamina to perform the essential functions of the position.