

## **SRI Job Market Listing as of February 13, 2012**

### **Program manager - group home**

Group home providing supports and services to 4 women with developmental disabilities and complex medical/psychiatric needs seeks program manager. Responsibilities include direct support, staff supervision and scheduling, insure implementation of behavior support plans as well as nursing care plans and general oversight of the home. Must be flexible in schedule. Home is located in Cranston.

Qualifications include at least three years experience working with adults with disabilities, Associate's Degree preferred, valid driver's license, access to insured vehicle. Competitive pay and benefit package.

01/16/2012

Applicant instructions: Forward letter of interest and resume to: PO Box 20123, Cranston, RI 02920

*contact info:*

linda ward  
Opportunities Unlimited  
1 Worthington Road, cranston RI 02920  
401-942-9044

### **Drivers**

Driving veh inside compound from one area to another.  
Must have clean driving record and can drive a 5 speed

01/16/2012

Applicant instructions: Call to schedule application

*contact info:*

Sandi G  
Labor Ready  
191 Broadway, providence RI 02903  
401-751-8900

### **Visitor Services Manager**

Providence Children's Museum's mission is to inspire and celebrate learning through active play and exploration. The Museum opened to the public in 1977 and now serves 160,000 visitors a year in its hands-on, playful learning environments. The Visitor Services Manager is primarily responsible for ensuring the quality of the visitor experience at the Museum and:

- Supervises a team of five visitor Experience Coordinators and oversees the work of 30 - 50 Play Guides and Admissions Clerks (volunteers and work-study students);
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- Manages frontline services including reception, admissions, program registration, group visits, educational activities, and events;
- Develops and oversees visitor services policies and procedures;
- Determines and fills frontline staffing needs;
- Develops and conducts training for frontline staff;
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- Maintains accurate records and manages budgets;
- Serves as a member of the Education Department leadership team.

Dynamic team leader with strong communication skills. Reliable, flexible, detail oriented, able to multi-task. At least two years experience in a supervisory position and bachelor's level degree or equivalent experience. Experience working with children and a commitment to children's learning. Excellent customer service skills. Bilingual (English/Spanish or English/ASL) a plus. Full Time; Tuesday-Saturday. Providence Children's Museum is an equal opportunity employer; members of racial/ethnic minorities are encouraged to apply.

02/10/2012

Applicant instructions: For more information go to:

<http://www.childrenmuseum.org/employment.asp>

*contact info:*

Cathy Saunders  
Providence Children's Museum  
100 South Street, Providence RI 02903  
401-273-5437 x136

### **Girl Scout Afterschool Program Leader - Fall River**

Get paid to share your time and talents with girls! The Girl Scouts of Rhode Island, Inc. (GSRI) is looking for an energetic, responsible adult to facilitate a Girl Scout program at an after school site in Fall River. Program leaders help girls explore new topics, build their self-confidence, make new friends, and have FUN! We have an opening on Wednesday afternoon 3:00 – 5:00 p.m. Training, curricula and materials are provided. Accurate record-keeping is required.

Option to continue through summer.

Must be at least 18, have some experience working with elementary school children, and have transportation. Girl Scout experience a plus.

02/15/2012

Applicant instructions: Send resume & 3 references to [pmcginn@gsri.org](mailto:pmcginn@gsri.org). No calls, please. An EOE M/F/D/V.

*contact info:*

Pam McGinn  
Girl Scouts of RI, Inc.  
125 Charles St., Providence RI 02904

### **Bilingual Experience Coordinator**

Providence Children's Museum's mission is to inspire and celebrate learning through active play and exploration. The Museum opened to the public in 1977 and now serves 160,000 visitors a year in its hands-on, playful learning environments. Responsibilities: The Experience Coordinators are a team of managers, primarily responsible for the quality of the visitor experience at Providence Children's Museum. As a team, the Experience Coordinators ensure the smooth daily operation of the Museum and coordinate and implement educational programs. Their collective responsibilities include: • Train and manage Play Guides and Admissions Clerks (volunteers and work-study students); • Oversee the operation of the admissions desk; • Keep visitors well informed about Museum programs and functions in person and over the phone; • Register visitors for and schedule programs; • Resolve visitor

questions and concerns and assist visitors in exhibits and programs; •

Manage the operation of children's birthday parties, events and Museum rentals; • Present or supervise the presentation of educational programs for the general public, school classes and other audiences; • The Bilingual Experience Coordinator also communicates with and ensures quality customer service for Spanish-speaking visitors and provides occasional written translations.

Qualifications: Responsible team player with strong interpersonal skills. Reliable, flexible, detail oriented, able to multi-task. Customer service and supervisory experience preferred. Experience working with children and a commitment to children's learning. Excellent customer service skills. Bachelor's level degree or equivalent experience. Standing, stairs and lifting required. Fluent in English and Spanish required; ASL a plus. Providence Children's Museum is an equal opportunity employer. Members of racial/ethnic minorities are encouraged to apply. Availability: This full-time position includes some weekends and holidays; starting in March 2012

03/01/2012

Applicant instructions: For complete description and application information go to: <http://www.childrenmuseum.org/employment.asp>

*contact info:*

Leiana Hawkins  
Providence Children's Museum  
100 South Street, Providence RI 02903  
401-273-5437 x133

### **Experience Coordinator**

Providence Children's Museum's mission is to inspire and celebrate learning through active play and exploration. The Museum opened to the public in 1977 and now serves 160,000 visitors a year in its hands-on, playful learning environments. Responsibilities: The Experience Coordinators are a team of managers, primarily responsible for the quality of the visitor experience at Providence Children's Museum. As a team, the Experience Coordinators ensure the smooth daily operation of the Museum and coordinate and implement educational programs. Their collective responsibilities include: • Train and manage Play Guides and Admissions Clerks (volunteers and work-study students); • Oversee the operation of the admissions desk; • Keep visitors well informed about Museum programs and functions in person and over the phone; • Register visitors for and schedule programs; • Resolve visitor questions and concerns and assist visitors in exhibits and programs; •

Manage the operation of children's birthday parties, events and Museum rentals; •

Qualifications: Responsible team player with strong interpersonal skills. Reliable, flexible, detail oriented, able to multi-task. Customer service and supervisory experience preferred. Experience working with children and a commitment to children's learning. Excellent customer service skills. Bachelor's level degree or equivalent experience. Standing, stairs and lifting required. Fluent in English and Spanish preferred; ASL a plus. Providence Children's

Museum is an equal opportunity employer. Members of racial/ethnic minorities are encouraged to apply.

03/01/2012

Applicant instructions: Compensation: \$20,080 (\$22,880 for bilingual English/Spanish), plus benefits This full-time position includes some weekends and holidays; starting in March 2012 For complete description and application information go to: <http://www.childrenmuseum.org/employment.asp>

*contact info:*

Leiana Hawkins  
Providence Children's Museum  
100 South Street, Providence RI 02903  
401-273-5437 x133