

Position Title: Afternoon Communications & Floor Manager

Organization: The Creativity Shell

Location: Kingwood, TX (On-site)

Schedule: Afternoons (exact hours to be determined)

About the Creativity Shell

The Creativity Shell is a nonprofit organization dedicated to using creative arts—such as sewing, cooking, art, and STEAM—to teach life skills, promote positive mental health, and inspire the next generation of makers. Our programs serve children in schools, shelters, libraries, and our own studios, helping them gain confidence, independence, and creativity.

Position Overview

We are seeking an organized and personable **Afternoon Communications & Floor Manager** to oversee day-to-day operations in the afternoons. The ideal candidate will be an excellent communicator, both written and verbal, and will help ensure that classes and programs run smoothly while supporting families, staff, and students.

Key Responsibilities

- Maintain **attendance logs** and assist with class recordkeeping.
- **Prepare classrooms** and materials for scheduled classes.
- **Open doors** and welcome students and families as they arrive.
- **Greet parents** and serve as a primary point of contact during drop-off and pick-up.
- Capture **photos and content** from classes and activities for communications and marketing use.
- Perform **closing duties**, ensuring the studio is clean, organized, and secure at the end of the day.

Qualifications

- Excellent written and verbal communication skills.
- Strong organizational skills and attention to detail.
- Friendly, professional, and approachable with parents, students, and staff.
- Ability to multitask and adapt in a fast-paced, creative environment.
- Previous experience in communications, administration, or customer service preferred.
- Reliable and punctual, with the ability to manage afternoon/evening shifts.

Compensation

- Hourly pay commensurate with experience.
- Supportive and creative work environment.