



Southern Tier Independence Center

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Position Title	Escape Room Assistant	HR USE ONLY	
Date Issued	2/2020	Hour Per Week/ Status	10 hours/week, PT
Date Revised	2/2025	Hourly Rate	\$15.50
Reports to	Executive Director	FSLA Status	Non-Exempt
Department	Xscapes	Location	Broome

Summary

The Escape Room Assistant supports the operation of STIC's Xscapes fundraiser, ensuring engaging and seamless escape room experiences for participants. Responsibilities include setting up and resetting game rooms, assisting with scenic development and puzzles, and providing participant orientations that highlight STIC's mission. This role requires strong organizational and interpersonal skills, as well as creativity and attention to detail.

Education and Experience

1. High School Diploma or equivalent.

Knowledge, Skills, and Abilities

1. Demonstrated experience and skill with various software and computer programs including Photoshop, Adobe Audio and Video editing software and the Microsoft Office suite.
2. Excellent attention to detail and organization skills, required.
3. Exceptional interpersonal skills and the ability to effectively interact and work with individuals from diverse backgrounds.
4. Ability to multi-task, plan and prioritize work tasks, and work effectively in both a team and individual setting.
5. Strong belief in and commitment to integration of people with disabilities in all areas of community life, essential.

Essential Job Functions

1. Coordinate various STIC fundraising events and activities including management of STIC's Xscapes fundraiser.
2. Oversee Xscapes experiences including set-up, resets implementation and all other aspects of on-site games.
3. Provide an orientation for Xscapes bookings to share the mission of STIC and what participants should expect during the escape room experience.
4. Assist the Fundraising Coordinator with updating STIC's Xscapes rooms including scenic development, creating puzzles and animatronics, and working with gadgetry.
5. Assist with distribution of marketing materials for Xscapes.
6. Assist with Xscapes and STIC outreach events.
7. Actively support STIC's mission, philosophy, and values and our pursuit of community integration for all people with disabilities and share that with Xscapes customers.
8. Work a flexible schedule that includes early mornings, evenings and weekends.
9. Attend all mandatory agency trainings and meetings.

10. Other tasks related to supporting STIC's Xscapes fundraiser as needed and time permits.

Physical Requirements/Working Conditions

1. Ability to sit/stand throughout shift to accomplish job.
2. Ability to reach above shoulder level.
3. Ability to turn/twist upper body.
4. Ability to physically manipulate and use props and other mechanical devices.
5. Work a flexible schedule that may include early mornings, evenings, and weekends.

Reasonable accommodations may be made to the extent required under applicable law to enable individuals with disabilities to perform the essential functions of this position.

The statements herein are intended to describe the general nature and level of work being performed but are not to be seen as a complete list of responsibilities, duties, skills, required of personnel so classified. Also, they do not establish a contract for employment and are subject to change at the direction of the employer.

I have read and understand the responsibilities outlined in this job description.

Southern Tier Independence Center, Inc. is an equal opportunity employer. It is our policy to hire the best qualified applicant for the position, without regard to: gender; gender identity/expression; sexual orientation; disability; age; race; color; creed; national origin; pre-disposing genetic characteristics; military, familial, marital or domestic violence survivor status; pregnancy or pregnancy-related conditions; criminal history; or any other protected class included in applicable local, state or federal laws.

Employee Name: _____

Employee Signature: _____

Date: _____

Supervisor Name: _____

Supervisor Signature: _____

Date: _____