

## Birthday Party Leader

### Job Description

#### Functions:

Under the direction of the Recreation Supervisor, the Birthday Party Leader will be responsible for organizing, preparing, and conducting youth birthday parties along with cleaning before and after the event. Also, to demonstrate enthusiasm and dedication to provide patron's birthday party with a great experience.

#### Immediate Supervisor:

Responsible to the Recreation Supervisor

#### Qualifications:

- Minimum two years of supervision of birthday parties at a park district
- Must be at least sixteen years old or older
- Must be self-motivated
- Ability to supervise a group of youth birthday party patrons
- Must display leadership skills/leadership role
- Must be committed to working weekends if needed
- Must have a positive attitude

#### Duties and Responsibilities:

##### Essential Functions:

- Interact with all party guests
- Encourage participation for all guests
- Take a leadership role in introducing activities for the party
- Greet all guests and parents/family as they arrive
- Establish good communication with parents
- Prepare party room and materials before event begins
- Serve pizza and snacks to party guests
- Organize and collect all party billing information and submit to supervisor
- Promote upcoming events happening at the Park District
- Cleanup after the party. Leave the room in a neat and orderly fashion
- Perform any other duties assigned by Executive Director

##### Marginal Functions:

- Participate in staff training and park district meetings
- Assist building staff as needed
- Attend CPR/AED/First aid training

Work Hours and Compensation:

The position of Birthday Party Leader is a part time position and is paid every two weeks at an agreed salary. The position is classified as a non-exempt hourly employee status and will work 1-25 hours per week. The hours worked on a daily basis may vary. Some weekend hours may be part of the workweek as well. The salary range for this position is PT 1-85.

Environmental Considerations:

May be exposed to the elements when birthday party activities are outdoors. Most activities are performed indoors; these conditions include lighting, temperature and humidity.

Cognitive Considerations:

- Must be able to exhibit good problem solving ability and good judgment
- Must have good communication skills and able to speak in front of a group of people
- Must be able to respond to and handle children's behaviors in a positive appropriate and manner.
- Ability to receive criticism and always look for improvement.

Psychological Considerations:

- Must have ability to deal with people under stressful situations
- Ability to promote safety procedures and encourage safety of participants
- Ability to work closely with participants, parents and family

Physiological Considerations:

- Must be able to lift at least 25 pounds
- Perform duties that include: walking, bending, kneeling, climbing, etc
- Must be in good physical shape