

JOB ANNOUNCEMENT

BIRTHDAY PARTY COORDINATOR

JOB SUMMARY. The Birthday Party Coordinator at the Workhouse is a contract flexible position depending upon needs of the organization. He/She is responsible for leading visual arts activities and games as a part of Birthday (and other) Party events for youth ages 5-12.

ROLE AND RESPONSIBILITIES.

- Leads Birthday Party events including Visual Arts activities and Games.
- Responsible for serving as primary on-site contact and coordinator for contracted Birthday Parties
- Responsible for working with parents to design and deliver a party experience for participants
- Coordinates with other staff to schedule and book parties.

QUALIFICATIONS, EXPERIENCE AND EDUCATION REQUIREMENTS

- A love for working with children and enjoy interaction with parents and caregivers.
- Availability to work weekend hours.
- Ability to demonstrate and lead choreographed party activities and games.
- Ability to work well as a member of a team.
- Excellent communication skills with all staff, visitors, and party participants.
- Able to lift at least 20 lbs. and able to move play equipment
- CPR Certification and First Aid Certification desirable.
- Must be able to reliably arrive on time or early to workdays/times.
- Must be able to communicate clearly, professionally, and effectively with staff and customers.
- HS Diploma/GED preferred.

PAY: Starting at \$30/hr

TO APPLY:

Please send your cover letter and resume to registrar@workhousearts.org.

Position open until filled.