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.