



Birthday Party Coordinator

Position Description: Coordinates fun and safe activities during birthday parties for children; Part-time, non-exempt position; Employment pending criminal and driver history records; Promotes the Zoo and its mission.

Responsible to: Jungle Café Assistant Manager

Essential Job Functions:

- Assists in providing safe and manageable parties for children.
- May be assigned to parties in the Party Place, Alcove or Gazebo.
- Prepares party space for children and families.
- Assists children in completing hands on activities.
- Cleans party area following each party; prepares party area for next party.
- Adheres to Zoo policies and protocols
- Order and maintain inventory of party supplies

Additional Responsibilities:

- Attends departmental meetings and trainings as requested.
- Performs other duties as requested.

Desired Training and Experience:

- Previous experience working with children in a group setting
- Works well with supervisor and other staff.
- Communicates regularly with Program Coordinator.

Skills / Knowledge Required:

- Must be organized.
- Must have excellent customer service skills.
- Must communicate well with children and adults.
- Must be available Saturdays and Sundays

Employee's Signature

Date

Approved: June 2017

6/27/2017

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Approved by Human Resource Committee of Board of Directors