



# River Forest Park District

## Job Description

**Job Position Title:** Birthday Party Leader

**Salary Range:** \$30.00/Party (3 hours)

**Starting Salary Range:** \$30.00/Party (3 hours)

(Note: Must be within the first 40% of the Salary Range.)

**Working Hours:** The Birthday Party Leader is a Part Time position working 2 hours for a birthday party, plus a half hour before and after for setup and cleanup.

**Summary:** The Birthday Party Leader is responsible for supervising the birthday party, as well as set up for the party and clean up after the party.

**Qualifications:** 18 years or older. Must be self motivated and enjoy working with children. In good physical condition with sufficient strength to lift and hold 25 pounds.

**Immediate Supervisor:** The Birthday Party Leader reports to the Recreation Supervisor. The birthday party staff reports to the Birthday Party Leader.

### Essential Functions:

1. Supervise themed birthday party activities. Interact with all party guests. Encourage party guest's involvement in all activities. Lead all activities and games. Lead singing "Happy Birthday to You" to the birthday child.
2. Directly supervise birthday party staff.
3. Establish positive relationship with birthday child parents. Continually communicate with parents.
4. Set up for birthday party. Set up will include, but not limited to: order and pay for pizza and submit receipt to the Recreation Supervisor; and set up tables, chairs, party supplies, and party decorations.
5. Serve pizza, drinks and dessert to party guests. Clean up food and drink immediately after meal.
6. Cleanup after the party. Leave the room in a neat and orderly fashion.
7. Prepare a gift list for birthday child parent, collect and dispose of wrapping paper, collect gifts, and assist parents with moving of gifts to their vehicle.
8. Demonstrate exceptional customer service skills in all communications.
9. Promote a quality loss control/safety program for the Park District.
10. Perform any duties as assigned by the Executive Director.

**Psychological Considerations:**

1. Must provide team leadership.
2. Must be able to function effectively in a fast-paced environment.
3. Must be able to deal with people under stressful and demanding situations.
4. Must be able to function under stressful situations when first aid or CPR is required.

**Physiological Considerations:**

1. Perform tasks that require walking, bending, stooping, standing, kneeling, climbing, reaching, and sitting.
2. Perform lifting tasks up to 25 pounds.

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

**Cognitive Considerations:** The Birthday Party Leader must exhibit good problem solving ability and good judgment in keeping with the mission of the Park District.