

**Washington Pavilion of Arts and Science
Community Learning Center**

JOB DESCRIPTION

Job Title: Birthday Party Host

Responsible To: Visual Arts Education Coordinator

Position Summary:

The birthday party host serves as a member of the Community Learning Center (CLC) team. This part-time position is responsible for being the cheerful face of the Pavilion by providing a high-quality birthday party experience for each family leading fun learning activities for birthday parties. A host must be an energetic educator with a positive attitude and experience working with children. Preference will be given to those with experience in education within the fields of visual art, performance art and science. Hosts must demonstrate leadership qualities and be organized, positive, and able to work independently with diverse groups of people in a fast-paced, dynamic environment. The compensation range is \$10-\$11.00/hour depending on qualifications and experience.

Principal Duties and Responsibilities:

- Arrive one hour before the scheduled birthday party to set up the room with themed decorations and appropriate materials.
- Greet the parents warmly and wish the birthday child a very happy birthday upon arrival.
- Be enthusiastic, well-mannered and friendly to all participants.
- Familiarize self with 6 birthday party themes and lesson plans to establish a comfort level with teaching any of the 6 chosen themes.
- Instruct and lead birthday party activities as outlined in the lesson plans, keeping in mind that birthday parties should be fun, educational experiences.
- Clean-up all materials and put away in the designated places.
- Complete brief reports after each party to be given to our Visual Arts Education Specialist that give an evaluation of the party, outline any special circumstances, and help us to replenish supplies and improve party flow.
- Maintain all policies and procedures in accordance with Pavilion—including dress code and familiarity with all safety and emergency procedures.
- Attend professional development sessions throughout the year as assigned.
- Have a passion to inspire, act as a role model for children, and engage children in the arts and science.
- Act as a Washington Pavilion liaison to all party participants and to the local community.

Other CLC Duties:

- Flexibility to serve as substitute host occasionally throughout the year.
- Perform other related duties as assigned to prep for educational programming when parties are not in session.
- Represent the Washington Pavilion in a positive, professional manner.

Knowledge, Skills and Abilities Required:

Education/Experience:

Experience in an informal and/or formal education setting (preferably after school) plus coursework in appropriate disciplines (science, visual arts, performing arts, education, etc.). Teaching experience and curriculum development in informal education is a plus.

Skills and Abilities:

- Positive demeanor
- Demonstrate effective interpersonal skills and the ability to supervise children
- Demonstrate strong verbal communication skills
- Exhibit organizational skills and flexibility
- Demonstrated interest in the arts and/or science
- Communicate effectively to a wide range of team members and audiences

Additional Information

- This position is part time and will require hosts to commit to working 1 or 2 weekends each month on Saturday from 10am-5pm and Sunday from 1-5pm during the school year (Sept-May). During each set of weekend hours, up to 3 parties will be hosted.
- If parties are not booked, hosts will be asked to do other cleaning, organizing, or prep work for Community Learning Center programming.
- Occasional Friday night hours during the school year and hours during the summer (June-August) will be offered on an as-needed basis.
- This position requires the ability to stay active and mobile for long periods of time and to move throughout the entirety of the Pavilion and occasional lifting.
- Parties are available to be scheduled on Fridays at 5pm, Saturdays at 11am and 2pm, and Sundays at 2pm.

Employee Acknowledgment:

This job description describes the general nature and level of work performed by the employee assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the job. The employee may be required to perform other job-related duties as requested by the supervisor. All requirements are subject to change over time, and to possible modifications to reasonably accommodate changing and institutional needs.

Employee Signature

Date

Washington Pavilion Mission: *To educate, entertain, inspire and enrich the community by making arts and science part of our lives.*

CLC Mission: *The Community Learning Center creates, implements, and supports educational programming to fulfill the mission and vision of the Washington Pavilion of Arts and Science.*