



Position Description

BIRTHDAY PARTY ATTENDANT/FRONT DESK STAFF

Reports To:	Sales/Advancement	Department:	Sales
Direct Reports:	None	Division:	Visitor Services
FLSA Status:	Hourly Non -Exempt	Pay:	\$12.00
Expansion / Grant:	No	Effective Date:	TBD
Status:	Part Time	Hours / Week:	Up to 24 hrs.

Position Summary:

Sacramento Children's Museum seeks a Birthday Party Attendant/Front Desk Staff to play a key role in the Museum's day-to-day operations. This person will facilitate birthday parties and staff the front desk at SCM while maintaining the highest standards of friendly, helpful and responsive customer service at all times. A qualified candidate must be able to work weekends and should have cash register experience, be creative, and enthusiastic about working with young children and their families.

Essential Functions:

- Host Museum birthday parties and provide birthday families with a positive party experience;
- Greet birthday families and assist with party set-up, including decorating, and clean-up;
- Manage birthday party time schedule and itinerary;
- Regularly communicate with the birthday family throughout the party;
- Be an enthusiastic birthday party host;
- Positively engage and interact with guests at the front desk;
- Assist visitors by providing pertinent information regarding Museum exhibits, programs, and services;
- Perform Museum opening and/or closing procedures;
- Consistently work in a positive and cooperative manner with all SCM staff;
- Communicate well with visitors. Remain polite, courteous and helpful;
- Be a strong team player with a positive attitude;
- Perform other duties as assigned.

Minimum Qualifications:

- Must be available to work weekends and have the flexibility to work holidays and evenings;
- Demonstrated experience working with children ages 0-8 in classrooms, museums,

- recreational settings, and/or afterschool programs;
- Experience in a customer service role;
 - Experience using a cash register;
 - Excellent communication skills and ability to interact positively with children, adults, and large groups from diverse backgrounds;
 - Must have the ability to remain calm, be flexible, and foster positive social skills;
 - Must be comfortable with being responsible for a broad variety of tasks;
 - Bilingual skills preferred; and
 - Must be able to lift 20 lbs.

To apply, please forward your resume and cover letter in a Microsoft Word or PDF attachment to info@sackids.org with "Birthday Party Attendant/Front Desk Staff" in the subject line.

Sacramento Children's Museum is an Equal Opportunity Employer.