



## Position Description

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# BIRTHDAY PARTY ATTENDANT

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Director Manager:	Weekend Manager
Direct Supervisor:	Deputy Director
Indirect Reporting Relationship:	Visitor Services Manager
Direct Reports:	None
FLSA Status:	Hourly Non-Exempt
Status:	Part Time
Department:	Sales
Pay:	\$15.50 - \$19/hr
Hours/Week:	Up to 20 hrs/week
Start Date:	TBD

### **Position Summary**

Sacramento Children's Museum seeks a Birthday Party Attendant. The Birthday Party Attendant is a vital, customer facing role on Team Leo and essential to the Museum's day-to-day (especially weekend) operations. This position is responsible for facilitating daytime and after hours birthday parties. The Birthday Party Attendant is a weekend role (Fri - Sun) with the focus being a positive birthday experience.

### **Essential Functions**

- Act as the host for museum birthday parties and provide birthday families with a positive party experience.
- Greet birthday families and assist with party set up and clean up

- Manage birthday party time
- Facilitate a group activity for daytime birthday parties
- Coordinate with Membership and Reservations Specialist
- Communicate clearly and efficiently with the birthday family throughout the party
- Be an enthusiastic party host, remain polite, courteous and helpful.
- Take initiative to independently respond to birthday families needs during parties
- Positively engage and interact with children throughout the Museum
- Maintain Museum floor and exhibits during after-hours parties.
- Assist on the Museum floor on an as needed basis
- Circulate exhibit areas and respond promptly to visitor needs.
- Enforce Museum policies and safety rules in all exhibit areas to ensure a safe birthday party experience.
- Perform Museum opening and/or closing procedures as needed.
- Be a strong team player with a proactive attitude
- Consistently work in a positive and cooperative manner with all SCM staff

### **Minimum Qualifications**

- Sustained weekend availability until 6:30pm (Saturday and Sunday required)
- Demonstrated experience working with children ages 0-8 in classrooms, museums, recreational settings, and/or afterschool programs;
- Experience in a customer service role;
- 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 to [info@sackids.org](mailto:info@sackids.org) with “Birthday Party Attendant” in the subject line.

Sacramento Children’s Museum is an Equal Opportunity Employer.