



BIRTHDAY PARTY LEADER (Part-Time)

Upper Merion Township, located in King of Prussia, PA is looking for three part-time, energetic **Birthday Party Leaders** who will report directly to the Program Coordinator. The successful candidates will lead organized birthday parties at the Upper Merion Community Center. The **Birthday Party Leader** is responsible for providing a memorable, safe and fun experience for all birthday party attendees.

The duties of the **Birthday Party Leader** include (but not limited to):

- Welcomes birthday party attendees, reviews party schedule with parents.
- Completes set-up of birthday party room, ensures that there is sufficient and properly functioning equipment for the party's theme.
- During party, oversees the timing of the party, facilitates the games and activities and serves food and refreshments in the party space. Leaders should also do their best to accommodate any reasonable requests made by the parents.
- After the party, ensures that the party room is clean – including wiping down tables and chairs, breakdown of equipment, trash removal and assures overall cleanliness of party room.
- Adheres to the script and schedule prepared by the Program Coordinator for each theme.
- Provides exceptional customer service during the party.
- Responsible for the safety and well-being of birthday party guests.
- Communicates supply inventory with Program Coordinator.
- Follows and enforces all Upper Merion Township policies, rules, regulations and procedures, including emergency and safety procedures.
- Reports all incidents/accidents, complete appropriate paperwork and provide to Program Coordinator within 24 hours of occurrence.
- Attends all required training sessions and scheduled meetings.
- Acts as an ambassador for Upper Merion Parks and Recreation, conveying relevant information regarding programs and other activities.
- Performs other duties as assigned.

Position Requirements:

- 1 year experience in customer service
- CPR, AED, and First Aid certification

Additional Requirements:

- Ability to work evenings and weekends.
- Ability to work under stressful situations; have ability to stay calm and have excellent problem solving skills.
- Ability to supervise 25-30 children
- Must be eighteen years of age
- Pennsylvania State Police Request for Criminal Records Check.
- Department of Public Welfare Child Abuse History Clearance.
- Federal Criminal History Record Information.

How to Apply:

- For immediate consideration, applicants should complete an employment application by visiting <http://www.umtownship.org/index.aspx?nid=909> and submit the **full job application, cover letter and resume** via email to: hr@umtownship.org. **Applications will be accepted until positions are filled.**

Equal Opportunity Employer