



**POSITION TITLE:** Birthday Party Presenter

**REPORTS TO:** Public Programs Coordinator

**EXEMPT OR NON-EXEMPT:** Non-Exempt

**POSITION TYPE:** Part-time

**POSITION OVERVIEW:**

The Birthday Party Presenter hosts and instructs hands-on science programs for birthday party groups on an as needed basis. Additionally, the Birthday Party Presenter supports weekend Visitor Services needs on an as needed basis.

**ESSENTIAL JOB FUNCTIONS:**

- Instruct the science portion of parties and act as general party host.
- Keep program materials maintained in a neat and organized fashion.
- Follow proper safety procedures for all parties.
- Notify supervisor when any supplies/consumables need to be ordered or repaired.
- Clean up after parties (including tape, trash removal).
- Decorate rooms for some parties.
- Order and pick up cakes for some parties.
- Distribute evaluation forms to party clients.
- Offer suggestions and feedback to Public Programs Coordinator in order to improve parties (e.g. new themes, activities, gift bags, etc.)
- Work with other CSC staff to ensure quality experiences for party clients, utilizing good teaching methods and public relations skills.
- Represent CSC in a positive and professional manner at all time while on duty.
- Communicate with birthday parents as needed about party details.
- Other duties as assigned.

**PHYSICAL REQUIREMENTS:**

Possess the following attributes and abilities to:

- Lift 40lbs to waist level;
- Lift up to 20lbs to shoulders and above head;
- Walk/stand for long periods of time;
- Squat, bend, kneel, twist and reach;
- Reach above the shoulders.

**COMPETENCIES & QUALIFICATIONS:**

- Experience working with children;
- Ability to speak and read basic English;
- Excellent presentation skills;
- Attention to detail;

- Ability to multi-task;
- Commitment to and passion for the mission, vision, and values of Catawba Science Center.

**EDUCATIONAL REQUIREMENTS:**

- High school diploma (or working towards)

**NOTE:** All applicants must participate in a drug test and criminal background check as part of the pre-employment process for the Catawba Science Center.

**Potential Start Date:** As soon as possible