



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.
- Pick up cakes for some parties.
- Distribute evaluation forms to party clients.
- Offer suggestions and feedback to Public Programs Coordinator 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.
- Always represent CSC in a positive and professional manner 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)

SALARY:

- Position \$10

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