



JOB POSTING

Position: Birthday Party Host
Organization: Seneca Park Zoo Society
Date Posted: 3/28/18
Applications Due: 4/18/18

Department: Education
Direct Supervisor: Family Programs Coordinator
FLSA Status: Non-Exempt
Full-time/Part-time: Seasonal PT flexible as needed – Weekends only May-Sept
(possibility of additional hours Oct – Apr)

General Summary

Birthday Party Host facilitates positive guest experiences during birthday parties at the Zoo. They serve food, facilitate crafts and games, and share information about the Zoo to groups of up to forty people while creating and maintaining a safe, fun, and engaging atmosphere.

Responsibilities

- Maintain a positive demeanor while interacting with guests of all ages.
- Work together on a team, communicate clearly, and complete written reflections.
- Be punctual, reliable, and professional.
- Maintain customer satisfaction, problem solving when necessary.
- Set up and tear down party room.
- Serve food and facilitate crafts and games for party guests.

Qualifications

- Passion for the mission of Seneca Park Zoo.
- Experience with early childhood education, party or event hosting, or equivalent.
- Excellent customer service and problem-solving skills.
- Excellent organizational and time management skills.
- Comfortable communicating and facilitating activities with adults and their children.
- Comfortable with calculating and collecting payments.
- The employee is regularly required to lift or move up to 25 pounds.

Application Instructions

All interested applicants must submit a current resume describing their qualifications as they relate to the duties of the position. Electronic copies are encouraged and may be submitted to: education@senecazoo.org with Birthday Party Host in the subject line or by hard copy to Birthday Party Host Search, Seneca Park Zoo Society, 2222 St. Paul Street, Rochester, NY 14621. All applications must be received by 5 p.m. on 4/18/18.

The Seneca Park Zoo Society is an Equal Opportunity Employer