

## POSITION DESCRIPTION

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**POSITION TITLE:** Birthday Party Coordinator

**REVISED:** October 2018

**SUPERVISOR'S TITLE:** Education Manager

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### **POSITION PURPOSE**

The Virginia Zoo seeks a part-time Birthday Party Coordinator to manage the birthday party programs. This individual will work with the Education and Events Departments to transition the birthday party program from Education to Events by January 2020.

### **ESSENTIAL FUNCTIONS AND RESPONSIBILITIES**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Schedule and process payment for birthday parties
- Assist managers with the hiring, training and supervising of birthday parties, including being the sole supervisor on weekends
- Maintain and order all birthday party supplies
- Respond promptly and professionally to all customer questions and concerns
- Coordinate the set-up, clean-up, and booking of all rooms with the Education Department
- Coordinate food orders with Catering
- Work with the Education and Events Managers to learn the current birthday party program, offer suggestions for the future, and plan a smooth transition from Education to Events
- Other duties as assigned

### **EDUCATION REQUIREMENTS**

Qualified applicants should hold a Bachelor's degree and at least two years of progressive experience in a related field.

### **PREFERED SKILLS**

- Professional experience with training and/or organizing staff and volunteers
- Strong organizational and time management skills
- Excellent communication skills, both verbal and written, to establish and maintain effective working relationships with staff and the public.
- Friendly, outgoing personality -- able to communicate enthusiasm for Virginia Zoo and its programs to guests
- Proficient with Microsoft Office Suite
- Ability to serve in every respect and at all times as a goodwill ambassador for the Virginia Zoological Society and the Virginia Zoo in contacts with Zoo visitors and the general public.
- Excellent ability to think logically in order to troubleshoot, analyze situations, and make sound business decisions.

### **REQUIREMENTS**

This position will begin part-time with a Thursday-Sunday schedule (28 hrs) and starts at \$12/hr. There is a possibility for the position to become full-time, with benefits, as the transition progresses. All candidates must be able to pass a background check prior to hire. A negative TB test may be required.

### **TO APPLY**

Please send a resume and cover letter to Michelle Lewis, Education Manager, at [michelle.lewis@norfolk.gov](mailto:michelle.lewis@norfolk.gov). All applications must be received by Monday, October 29<sup>th</sup>.