

POSITION DESCRIPTION

POSITION TITLE: Birthday Party Host

DEPARTMENT: Education

JOB TYPE: Part-time (On Call)

REPORTS TO: Education Manager

POSITION OVERVIEW

The Virginia Zoo's Education Department seeks enthusiastic and self-motivated individuals to facilitate birthday party programs. Candidates must possess experience in working with adults and children of a variety of ages, including very young children; be organized, creative and flexible; have excellent customer service skills; have good communication skills; and be able to work well in a team.

POSITION ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- ▶ Facilitate Zoo birthday parties including setting up, leading games, singing happy birthday, serving food, and cleaning up
- ▶ Provide birthday party guests with a fun party experience
- ▶ Work in cooperation with full-time staff and other education instructors
- ▶ Contribute professionally to a collaborative, innovative, and energetic work environment
- ▶ Maintain and organizing program supplies
- ▶ Other tasks as needed

EDUCATION, KNOWLEDGE, SKILLS, AND ABILITIES

- ▶ Qualified applicants should have a high school diploma
- ▶ All candidates should have some experience working with children of all ages, and excellent written and verbal communication skills.

WORKING CONDITIONS

To perform this job successfully, an individual must be willing and able to stand for long periods of time, lift 30 lbs. comfortably, and work in all weather and climate conditions including very hot temperatures and rain. Candidates must have flexible schedules and the ability to work weekends, including holidays.

HOUR REQUIREMENTS

To be eligible for hire, a candidate must have at least one full weekend day a week available. Hired Education Hosts are required to commit at least 24 hours a month to the Virginia Zoo.

COMPENSATION

Starting pay is \$8.00/hr with opportunities for departmental advancement.

To apply please email your resume, cover letter and name of 3 references to the Education Manager, Michelle Lewis at michelle.lewis@norfolk.gov.