

Glazer Children's Museum

JOB DESCRIPTION

Birthday Buddy

Position Summary:

Primary responsibility is to deliver a high-quality birthday experience that is memorable and exciting. The Birthday Buddy is responsible for the set-up, facilitation, and clean-up of birthday parties as well as successful interaction with children and families to deliver fun and engaging activities. Must be available weekends and have schedule flexibility to be on-call as needed. Position reports to the Special Programs and Events Manager or in his/her absence, the Special Events and Programs Coordinator.

Essential Functions:

- Provide children and families with the best possible birthday party experience through the facilitation of fun and engaging activities.
- Deliver high quality birthday party experience to all children and guests at party.
- Assists parents and caregivers as needed to meet expectations of the guests.
- Keeps the party space organized, stocked, safe, and clean.
- Creates a high level of energy and fun during the party time.
- Demonstrates excellent customer service and attention to detail.
- Ensures every party is memorable, unique, and special for the birthday family.
- Responsible for daily set-up, cleaning, safety, and maintenance of birthday spaces.
- Assist in tracking and stocking inventory related to birthday parties. Assists in ordering when necessary.
- Assists in sourcing products / materials as needed
- Responsible for ensuring that all birthday spaces are clean and prepped for daily activities.
- Coordinates with internal staff and Museum caterer(s) to facilitate food prep & delivery.
- Provides post-party reports to Special Programs and Events Manager.
- Ensures party space is completely cleaned and sanitized.

Non-Essential Functions:

- Other duties as required.

Mental Skills and Abilities:

- *Math* – high school level ability; to calculate variables, formulas, ratio and proportion; to use practical application of fractions, percentages, and statistics.
- *Reading* - Ability to read and understand schedules, reference books and scripts.
- *Writing* - Ability to write summaries and reports using proper format and conforming to rules of punctuation, grammar, diction and style.

- *Speaking* - Ability to be conversant in the principles and methods of effective and persuasive speaking and discussion. Comfortable with public expository and extemporaneous speaking.
- *Reasoning Ability* - Ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret a variety of instructions; to plan work and develop procedures; to learn and/or evaluate information in order to make judgments and decisions.

Education/Training:

- Must be at least 18 years old. High school senior or high school diploma or equivalent. Some college preferred.
- Bilingual English/Spanish preferred.

Experience/Skills:

- Ability to work with a variety of people.
- Work well under time constraints, and in high-paced, stressful and noisy conditions.
- Good public speaking/program delivery skills.
- Demonstrated experience and interest working with young children and their families.
- Theater or other performance experience a plus.
- Must know the words to “Happy Birthday” and be willing to sing in front of others.

Work Situations:

- *Communication* - The ability to relate to people in situations involving more than giving and receiving instructions.
- *Direction, Control and Planning* - Adaptable to accepting responsibility for the direction, control, or planning of an activity. The employee may be in a position to negotiate, organize, direct, formulate practices, or make decisions.
- *Feelings or Ideas* - Adaptable to situations involving the interpretation of feelings or ideas in terms of personal viewpoint. The employee may be called upon to use creativity, self-expression, or imagination.
- *Influencing* - Adaptable to influencing people in their opinions, attitudes, or judgments. The employee may be in a position to motivate, convince, or negotiate.
- *Measurable or Verifiable Criteria* - Adaptable to making generalizations, judgments, or decisions based on measurable or verifiable criteria. The employee may make evaluations on the basis of data.
- *Performing Under Stress* - Adaptable to situations requiring the precise attainment of set limits, tolerances, or standards. The employee may need to be precise, thorough, exacting, or meticulous in regard to material worked; or in activities such as numerical determinations, record preparation, or inspecting.
- *Repetitive, Continuous* - Adaptable to performing repetitive work, or to continuously performing the same work, according to set procedures, sequence, or pace. The employee may perform work that is inherently of a repetitive nature.
- *Sensory or Judgmental Criteria* - Adaptable to making generalizations, judgments, or decisions based on sensory or judgmental criteria. The employee may rely on one or more of the five physical senses, or rely on knowledge gained by experience to make evaluations.
- *Set Limits, Tolerances, or Standards* - Adaptable to performing under stress when confronted with emergency, critical, unusual, and/or dangerous situations; or in

situations in which working speed and sustained attention are make or break aspects of the job.

- *Variety and Change* – Adaptable to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure. Several duties in a job that require significant differences in technologies, techniques, procedures, working conditions, physical demands, and/or situations constitute this factor.

Physical Demands:

- *Light Work* - Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently, and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects.
- *Balancing* - Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery, or moving surfaces.
- *Carrying* - Supporting the weight of an object with hands and arms and moving from one place to another.
- *Climbing* - Ascending or descending ladders, stairs, scaffolding, ramps, poles, and the like, using feet and legs and/or hands and arms.
- *Crouching* - Bending the body downward and forward by bending legs and spine.
- *Fingering* - Picking, pinching, or otherwise working with fingers.
- *Eye-Hand-Foot Coordination* - The ability to coordinate hand and/or foot motions with visual stimuli in order to engage in or perform physical activities, such as typing, operating vehicles or mechanical equipment, etc.
- *Handling* - Seizing, holding, grasping, turning, or otherwise working with fingers and/or hands.
- *Hearing* - Perceiving the nature, intent or meaning of sounds.
- *Kneeling* - Bending legs at the knee to come to a rest on knee or knees.
- *Lifting* - Raising objects from a lower to a higher position or moving objects horizontally from position-to-position.
- *Pulling* - Exerting a force so as to move an object toward the individual.
- *Pushing* - Using upper extremities to press against something with steady force in order to move forward, downward, or outward.
- *Reaching* - Extending hand(s) and arm(s) in any direction, especially upward in placing or retrieving objects.
- *Sitting* - To rest the body upright supported by the buttocks and thighs.
- *Standing* - To be upright supported by the buttocks and thighs.
- *Talking* - Expressing or exchanging ideas by means of the spoken word.
- *Walking* - Moving about on foot to accomplish tasks.
- *Seeing* - The ability to perceive the nature of objects by the eye. The important aspects of vision are:
 - (a) Clarity of vision at 20 inches or less.
 - (b) Clarity of vision at 20 feet or more.
 - (c) The ability to judge distance and space relationships.
 - (d) The ability to identify and distinguish colors.

Other Requirements:

- *Travel* - may require occasional travel.
- Valid State Driver's License.
- Will require weekend, holiday and some evening work
- Will require both indoor and outdoor work

- Will require uniform/dress code adherence

Supervision/Contacts:

- Receives supervision from Special Programs & Events Manager.
- Daily contact with Museum employees, volunteers and management.
- Daily contact with visitors; occasional contact with outside vendors.

Environment:

- Employee is subject to inside and occasional outside environmental conditions. Protection from weather conditions but not necessarily from temperature changes when inside.

Tools and Equipment Used:

- Personal computer, fax machine, telephone, computer printers, calculator, copier, museum alarm system, lighting controls, museum exhibit PCs and software, interactive components, small and large home appliances.

I certify that I have reviewed and understand all of the requirements of performing this job and that I am capable of meeting each and every requirement, with or without reasonable accommodation. I understand that the essential and/or non-essential functions and the associated abilities, requirements and conditions outlined above describe the general nature and level of the work performed. I understand that they are not intended to and in no way represent an exhaustive listing of all tasks involved in performing the job. I understand that business necessity may dictate changes in the position requirements at any time. I understand that even though I may be able to perform the job, there are other requirements I must meet before being offered the job. I understand that I must perform all essential and non-essential functions in a manner that is not hazardous to myself or to others. I also understand that any employment relationship with this company is of an "at-will" nature, which means that if employed I will be free to resign at any time, and that the Company may terminate my employment at any time, with or without prior notice.

Signature

Date