



The Science Zone
111 W. Midwest Ave.
Casper, WY 82601
(307) 473-9663
TheScienceZone.org

Job Description: Birthday Party Coordinator

The Science Zone is looking for energetic and involved individuals to join its team to provide birthday parties to its guests. The individuals would be responsible for leading activities and demonstrations for birthday parties at the Science Zone. Ideal candidates would be available on most Saturdays throughout the school year, and some Saturdays during the summer. These positions are hourly, non-benefited and individuals can expect to work 8 hours on Saturdays. Other opportunities for work during the week may be available depending on qualifications and availability. Salary Starts at \$10/hr depending on qualifications.

Duties & Responsibilities

- Facilitate birthday party activities with party attendees
- Answer any questions and assist with birthday party needs as necessary
- Act as a docent for the Science Zone when not actively facilitating party activities or duties
- Clean birthday party classrooms and all materials used
- Interact with the public and other staff in a professional manner
- Maintain a positive demeanor
- May be able to assist in the creation and facilitation of new party activities

Minimum Qualifications

- Must be at least 18 years of age
- Ability to guide a diverse age range of children
- Ability to work well with others
- Ability to work under direct and indirect supervision
- Ability to adapt to changes in fast-paced work environment in a timely and appropriate manner
- Ability to communicate effectively both orally and written
- Must be punctual, dependable and reliable
- Must be able to work on a team or independently
- Must be able to lift 20lbs.
- Must enjoy working with kids
- Other duties as assigned

Preferred qualifications

- Working on/has degree in a science field/education field

