



## PRIVATE BIRTHDAY PARTY FACILITATOR

### Position Summary

Birthday Party facilitators provide birthday party guests with a safe, fun and unique art experience. Private Birthday parties are held on Thursdays and Fridays from 5 - 7PM, Saturdays from 10AM —12PM and 5 - 7PM, and Sundays from 2 - 4PM and 5 - 7PM. Party facilitators may sign up for as many or as few parties based on personal commitments and schedules. Party facilitator must plan to come at least one hour prior to party start time and stay at least 30 minutes after.

Reports to: Art Educator

Status: Contracted Service

### Key Areas of Direct Responsibility

- Communicating with parent or caretaker prior to party via phone or email
- Prepping materials for art activities
- Set up before and clean up after party
- Helping parents/caretakers with set up
- Guiding group activities in a timely manner
- Maintaining the party schedule

### Qualifications:

- Energetic
- Organized
- Outstanding customer service skills
- Experience with teaching children ages 2-12 years old

### Physical Requirements:

- Stand or walk 2-4 hours at one time, up to 6 hours per day; sit for 2-4 hours at one time, up to 6 hours per day
- Lift or carry up to 50 pounds occasionally; lift or carry up to 10 pounds frequently
- Frequently use hands for simple grasping, fine manipulation, pushing or pulling (34-66% of the workday)
- Occasionally bend, squat, reach overhead, kneel, climb ladders up to 12 feet high, lift overhead, weld, push or pull with forces up to 50 pounds (less than 33% of the work day)

Applications are accepted on a continuous basis. Send resume and cover letter via email addressing relevant experience, interest in the position, and contact information for at least three references to Jaymie Meyer, Director, Youth and Adult Education Programs at [jaymie.meyer@greenhillnc.org](mailto:jaymie.meyer@greenhillnc.org). **No phone calls will be accepted.**

*Greenhill (legal name Green Hill Center for NC Art) is an equal opportunity employer with a staff of 15. Green Hill Center is a non-profit organization conducting its business with an annual operating budget of \$500,000 and a 21 member board of directors.*