



**EMPLOYMENT OPPORTUNITY
CITY CENTRE COMMUNITY ASSOCIATION
BIRTHDAY PARTY LEADER**

Job Summary

The successful candidate will be responsible for facilitating birthday party rentals that take place on Saturdays and Sundays at City Centre Community Centre. The individuals will liaise with the Birthday Party Coordinator, volunteers, parents and related service providers in order to deliver quality birthday parties.

Duties and Responsibilities

- Set up and take down games, decorations, and equipment for parties
- Interact, engage, and lead games enthusiastically with children during parties
- Face paint and facilitate crafts for children
- Work effectively with other employees
- Communicate clearly with parents, guests, children, staff, volunteers and supervisor
- Be able to adapt and implement changes made to the program
- Record information pertaining to parties
- Assist with filling out accident and/or incident report forms
- Follow facility protocol for programs and emergency situations

Required Qualifications

- Strong communication, leadership and multi-tasking skills
- Emergency Child Care First Aid or Standard First Aid and CPR Level B (or higher)
- Experience working with children aged 1-9 years
- Experience working independently and with others in a fast paced environment
- Flexible working hours on Saturdays and Sundays
- Ability to lift a minimum of 15 lbs when setting up and take down
- Successful candidates will be required to complete a police information check

Desired Qualifications

- Relevant secondary or post-secondary experience
- Food Safe Certificate
- Second Language

Hours of Work

- Up to 10 hours per week
- Weekend work is required
- Hourly wage is dependent on experience and ranges from \$13.08 - \$13.47

PLEASE SUBMIT YOUR RESUME AND COVER LETTER TO:

**Attention: Katherine Lam – Birthday Party Coordinator
klam@richmond.ca**

**Subject: Birthday Party Leader Application
(Adobe PDF or MS Word Format Only)**

Deadline for receiving applications: Feb 8, 2019 by 5pm

City Centre Community Association thanks all applicants in advance for their interest.

Only those candidates under further consideration will be contacted.