



JOB POSTING

Position: **Birthday Party Host**
Organization: **Seneca Park Zoo Society**
Date Posted: **February 15, 2017**
Applications Due: **March 31, 2017**

Department: **Education**
Direct Supervisor: **Family Programs Coordinator**
FLSA Status: **Non-Exempt**
Full-time/Part-time: **PT flexible as needed – Weekends Only**

General Summary

The Birthday Party Host facilitates positive guest experiences at birthday parties at the Zoo. The host serves food, and shares information about the Zoo to groups of up to thirty people while maintaining and creating a safe, fun and engaging atmosphere. Customer satisfaction during each party and addressing any customer concerns is key to being a successful host.

Responsibilities

- **Facilitate parties and manage groups of up to thirty people.**
- **Serve food, share information, and guide groups through the Zoo.**
- **Maintain a positive demeanor while interacting with guests of all ages.**
- **Work together on a team, communicate clearly and complete written reflections.**
- **Be punctual, reliable and professional.**

Qualifications

- **Experience with early childhood education, party or event hosting, or equivalent experience.**
- **Excellent customer service skills and problem solving skills.**
- **Excellent organizational and time management skills. Team player.**
- **Very comfortable communicating with and facilitating activities with adults and their children.**
- **The employee is regularly required to lift or move up to 25 pounds.**

Application Instructions

All interested applicants must submit a current resume and a cover letter describing their qualifications as they relate to the duties of the position. Electronic copies are encouraged and may be submitted to: sshaw@senecazoo.org with Birthday Party Host in the subject line or by hard copy to Birthday Party Host Search, Seneca Park Zoo Society, 2222 St. Paul Street, Rochester, NY 14621. All applications must be received by 5 p.m. on 03/31/2017.

The Seneca Park Zoo Society is an Equal Opportunity Employer