



JOB OPENING

JOB TITLE	Birthday Party Leader
OPENING DATE	March 19, 2025
CLOSING DATE	Open until filled.
DEPARTMENT/DIVISION	Special Services / Hawk
EMPLOYEE GROUP	General
EMPLOYMENT STATUS	Part-Time.
START DATE & WORK SCHEDULE	ASAP 5-10 hours per week; nights and weekends.
PAY RATE	\$12.48 - \$13.00 per hour
PREVIOUS WORK EXPERIENCE	Experience working with and/or supervising children and the public is preferred
SPECIAL SKILLS & TRAINING	Excellent verbal and written communication skills. Outstanding customer service for extensive contact with the public.
PHYSICAL DEMANDS	While performing the duties of the job, the employee is required to stand, sit, kneel, walk, talk, see, hear, use hands or fingers to handle objects, and reach with hands and arms. The employee lifts and/or moves up to 25 pounds.
BASIC RESPONSIBILITIES	Responsible for facilitating parties at the Farmington Hills Community Center - The Hawk. Check-in party guests at arrival time, keep birthday party room clean and stocked during party times, ensure parties run smoothly, and assist guests when needed. Set up and clean up prior to and after each event.
HOW TO APPLY	All candidates must complete an online application . Please create an account and submit online for consideration.

EQUAL OPPORTUNITY EMPLOYER