



## BIRTHDAY PARTY PRESENTER

Department: Programs

FLSA Status: Part-time, hourly

### **POSITION SUMMARY:**

This position is responsible for enhancing the visitor's birthday party experience by hosting and consistently providing high quality programs, demonstrations, information and informal activities to engage the visitor in active exploration.

### **ESSENTIAL FUNCTIONS:**

- Consistently provide a high quality, high energy delivery of party programs, demos, and shows, and a high level of visitor interaction during the birthday party.
- Set up and perform hands on science demonstrations in a professional manner to party guests and assist other party presenters to accomplish this task.
- Greet and assist visitors, promote the Center's programs, events, give information, directions, etc.
- Keep Birthday Party areas and other areas clean by following a daily routine.
- Check all demonstration equipment and supplies prior to each party and ensures proper safety operations
- Uses proper safety equipment and supplies prior to each party and handle chemicals and small animals
- Travel to local retail store to purchase party program supplies each week as needed

### **NON-ESSENTIAL FUNCTIONS:**

Other duties as required

### **EXPERIENCE/SKILLS:**

- Experience delivery public programming and public speaking preferred
- Ability to work with a variety of different people, to work under time constraints, and in stressful conditions
- Must be a fast learner
- Creativity in party planning
- Excellent communication skills

- Proficient computer skills
- Ability to work weekends

### **OTHER REQUIREMENTS:**

- Reliable transportation to and from work
- Valid Driver's license with clean driving record

### **MENTAL SKILLS/ABILITIES:**

- Reading – Ability to read and understand written policies
- Speaking – Ability to be conversant in the principles and methods of effective speaking and discussion
- Reasoning - Ability to interpret a variety of instructions; to plan work and to learn and/or evaluate information in order to make judgements and decisions
- Math – Ability to add and subtract

### **WORK SITUATIONS:**

- *Communication* - The ability to relate to people in situations involving more than giving and receiving instructions.
- *Direction, Control and Planning* - Adaptable to accepting responsibility for the direction, control, or planning of an activity. The employee may be in a position to negotiate, organize, direct, formulate practices, or make final decisions.
- *Feelings or Ideas* - Adaptable to situations involving the interpretation of feelings or ideas in terms of personal viewpoint. The employee may be called upon to use creativity, self-expression, or imagination.
- *Influencing* - Adaptable to influencing people in their opinions, attitudes, or judgments. The employee may be in a position to motivate, convince, or negotiate.
- *Measurable or Verifiable Criteria* - Adaptable to making generalizations, judgments, or decisions based on measurable or verifiable criteria. The employee may make evaluations on the basis of data.
- *Performing Under Stress* - Adaptable to situations requiring the precise attainment of set limits, tolerances, or standards. The employee may need to be precise, thorough, exacting, or meticulous in regard to material worked; or in activities such as numerical determinations, record preparation, or inspecting.
- *Repetitive, Continuous* - Adaptable to performing repetitive work, or to continuously performing the same work, according to set procedures, sequence, or pace. The employee may perform work that is inherently of a repetitive nature.
- *Sensory or Judgmental Criteria* - Adaptable to making generalizations, judgments, or decisions based on sensory or judgmental criteria. The employee may rely on one or more of the five physical senses or rely on knowledge gained by experience to make evaluations.
- *Set Limits, Tolerances, or Standards* - Adaptable to performing under stress when confronted with emergency, critical, unusual, and/or dangerous situations; or in situations in which working speed and sustained attention are make or break aspects of the job.

- *Variety and Change* – Adaptable to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure. Several duties in a job that require significant differences in technologies, techniques, procedures, working conditions, physical demands, and/or situations constitute this factor.

## **PHYSICAL DEMANDS:**

- *Medium Work* - Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to lift, carry, push, pull, or otherwise move objects.
- *Balancing* - Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery, or moving surfaces.
- *Carrying* - Supporting the weight of an object with hands and arms and moving from one place to another.
- *Climbing* - Ascending or descending ladders, stairs, scaffolding, ramps, poles, and the like, using feet and legs and/or hands and arms.
- *Crouching* - Bending the body downward and forward by bending legs and spine.
- *Fingering* - Picking, pinching, or otherwise working with fingers.
- *Eye-Hand-Foot Coordination* - The ability to coordinate hand and/or foot motions with visual stimuli in order to engage in or perform physical activities, such as typing, operating vehicles or mechanical equipment, etc.
- *Handling* - Seizing, holding, grasping, turning, or otherwise working with fingers and/or hands.
- *Hearing* - Perceiving the nature, intent or meaning of sounds.
- *Kneeling* - Bending legs at the knee to come to a rest on knee or knees.
- *Lifting* - Raising objects from a lower to a higher position or moving objects horizontally from position-to-position.
- *Pulling* - Exerting a force so as to move an object toward the individual.
- *Pushing* - Using upper extremities to press against something with steady force in order to move forward, downward, or outward.
- *Reaching* - Extending hand(s) and arm(s) in any direction, especially upward in placing or retrieving objects.
- *Sitting* - To rest the body upright supported by the buttocks and thighs.
- *Standing* - To be upright supported by the buttocks and thighs.
- *Talking* - Expressing or exchanging ideas by means of the spoken word.
- *Walking* - Moving about on foot to accomplish tasks.
- *Seeing* - The ability to perceive the nature of objects by the eye. The important aspects of vision are:
  - (a) Clarity of vision at 20 inches or less.
  - (b) Clarity of vision at 20 feet or more.
  - (c) The ability to judge distance and space relationships.
  - (d) The ability to identify and distinguish colors.

**TOOLS AND EQUIPMENT USED:**

- Personal computer, Fax machine, Telephone, Computer Printers, Calculator, Copier, Pens, Pencils, Reference books, Safe
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*I certify that I have reviewed and understand all of the requirements of performing this job and that I am capable of meeting each and every requirement, with or without reasonable accommodation. I understand that the essential and/or non-essential functions and the associated abilities, requirements and conditions outlined above describe the general nature and level of the work performed. I understand that they are not intended to and in no way represent an exhaustive listing of all tasks involved in performing the job. I understand that business necessity may dictate changes in the position requirements at any time. I understand that even though I may be able to perform the job, there are other requirements I must meet before being offered the job. I understand that I must perform all essential and non-essential functions in a manner that is not hazardous to myself or to others. I also understand that any employment relationship with this company is of an "at-will" nature, which means that if employed I will be free to resign at any time, and that the Company may terminate my employment at any time, with or without prior notice.*

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Signature

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Date