



## JOB DESCRIPTION

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| <b>POSITION:</b>       | Birthday Party Leader and Event Assistant |
| <b>EFFECTIVE DATE:</b> | January 1, 2023                           |
| <b>DEPARTMENT:</b>     | Recreation                                |
| <b>REPORTS TO:</b>     | Recreation Manager                        |
| <b>DIRECT REPORTS:</b> | Birthday Party Assistant (Volunteer)      |

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### JOB SUMMARY

The UNA Birthday Party Leader and Event Assistant is responsible for organizing, preparing, and hosting birthday parties and assisting with events. The position liaisons with the Front Desk Lead – Bookings along with the Youth Coordinator for Birthday Parties and the Assistant Manager – Programming & Events for Events.

### OVERALL GOALS FOR THE POSITION

1. Maintain exceptional customer service standards
2. Report any safety concerns or operational issues to direct supervisor
3. Be proactive in acquiring organizational knowledge
4. Excellent internal and external communication skills
5. planning and supervision experience to the execution of birthday parties
6. provide an enjoyable and memorable experience for all guests.

### ROLES, RESPONSIBILITIES AND EXPECTATIONS

#### JOB RESPONSIBILITIES – BIRTHDAY PARTIES:

- Plan and organize the birthday party events with the host/parent (crafts, games and activities – including up to 3 hours of emails/phone calls)
- Help the host/parent decorate the room on day of party
- Lead crafts, games and activities with the children
- Assist the host/parent with clean up at the end of the party
- Stock-take birthday party supplies

#### JOB RESPONSIBILITIES – EVENTS:

- Help the set up and decorate the room
- Set up audio and visual equipment
- Be of assistance to host during events

- Assist with clean up at the end of event
- Attend to additional UNA jobs during events, as requested

## SKILLS, QUALIFICATIONS AND EXPERIENCE REQUIRED

### Education requirements:

- Grade 12. Post secondary education considered an asset.

### Experience requirements:

- Experience working within and/or coordinating cultural, recreation, sport or community leisure services is preferred.
- Customer service experience in an asset.
- ActiveNet, Xplore or other registration software experience is an asset.
- Experience working with children of all ages and/or previous event assisting experience
- Excellent communication and interpersonal skills
- Demonstrated knowledge of age-appropriate activities (arts & crafts, games, sports, etc.)
- Be able to think on the spot to create games, crafts and activities
- Self motivated, responsible, mature and flexible
- Current First Aid/CPR certification
- Ability to speak more than one language an asset
- Post secondary education and summer camp experience an asset

### Technical knowledge, skills & abilities requirements:

- Must be proficient with technology, in particular MS Word, Excel and databases.
- Able to communicate effectively with a diverse population, including English language learners, children, youth, adults, and seniors
- Able to work independently and as part of a team
- Willingness to work evenings and weekends
- Successful completion of a criminal record check

### Soft skill requirements:

- Think Strategically – Assess options and actions based on trends and conditions in the environment, and the vision and values of the UNA.
- Build Relationships – Establish and maintain effective working relationships internally and externally to achieve the goals of the UNA.
- Creativity/Innovation – Develop new and unique ways to improve operations of the UNA and to create new opportunities.
- Focus on Community Needs – Anticipate, understand, and respond to the needs of internal and external members and residents to meet or exceed their expectations within the UNA parameters.
- Plan – Determine strategies related to the role's accountabilities to move UNA forward, sets goals, creates and implements action plans, and evaluates the process and results.
- Make Decisions – Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the UNA.
- Organize – Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities.
- Solve Problems – Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.

- Communicate Effectively – Demonstrate excellent verbal and written communication skills.
- Foster Teamwork – Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance effectiveness.
- Adaptability – Demonstrate flexibility, versatility and tolerance in a changing work environment while maintaining effectiveness and efficiency.

**Application Instructions**

To apply for the position please submit a cover letter and resume through email to our Recreation Manager at [dave.gillis@myuna.ca](mailto:dave.gillis@myuna.ca) or drop it off in person at the Wesbrook Community Centre located at 3335 Webber Lane, Vancouver BC, V6S 0H3 or the Old Barn Community Centre located at 6308 Thunderbird Blvd, Vancouver BC, V6T1Z4.

**Deadline** | March 19<sup>th</sup>, 2023

**Compensation** | \$20.00-\$22.00/ hour, 10 hours per week on average.