



UNIVERSITY
NEIGHBOURHOODS
ASSOCIATION

Birthday Party Attendant (Part-Time)

Organization Overview:

The University Neighbourhoods Association (UNA) is a unique non-profit society that provides municipal like services (streets, parks, fields, playgrounds, community centres, and a full range of recreational services) to approximately 14,000 residents living in five designated neighbourhoods on UBC Vancouver Campus. The UNA currently operates the Old Barn and Wesbrook Community Centres where we provide arts, physical activity, and social programs for all age groups.

Job Summary:

The UNA is looking for an energetic Birthday Party Attendant who will be responsible for supporting the Birthday Party Leader in organizing, preparing, and hosting birthday parties. The successful candidate will show initiative in leading activities, decorating, setting up/cleaning up, and providing an enjoyable and memorable experience for all guests.

Job Responsibilities:

- Act as a party host for children's birthday parties at Wesbrook and Old Barn Community Centres.
- Support the planning and execution of the birthday party events with the families including crafts, games, and activities.
- Facilitate the party set up, activities, food, and clean up.
- Lead crafts, games, and activities with the children during the party.
- Follow and enforce UNA policies and procedures, including emergency and safety procedures.
- Report any safety concerns or operational issues to the direct supervisor.
- Maintain a strong commitment to welcoming, encouraging, and engaging with children of all ages and families of all types.

Qualifications:

- Must be 16 or older.
- Experience working in, camps, recreation, sports is preferred.
- Experience working with children is an asset.
- Demonstrated knowledge of age-appropriate activities (arts & crafts, games, sports, etc.)
- Excellent communication and interpersonal skills.
- Self motivated, responsible, mature, and flexible.

Skills & Abilities Requirements:

- Customer service experience is an asset.
- Able to supervise 12-24 children.
- Must have the ability of handling children's behaviors in a positive and appropriate manner.
- Able to work as part of a team.
- Able to work weekends and evenings.
- Successful completion of a criminal record check with vulnerable sector check.

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Job Particulars:

- Part-time position
 - 8-10 hours per week on average
 - Birthday Parties are scheduled on Saturdays and Sundays at Wesbrook Community Centre and Old Barn Community Centre from 12:30 pm to 4:45 pm
- Hours of events will vary.
- Starting hourly rate: \$20/hour
- Reports to: Customer Service and Rental Operations Coordinator
- Application Deadline: Looking to fill position as soon as possible. Please apply no later than March 13, 2026

At the UNA we are committed to recruiting a diverse workforce that represents the community we serve.

We invite all qualified candidates to apply including Indigenous applicants, visible minorities, immigrants, LGBTQ2S+, all genders and persons with disabilities.

If you want to join our highly engaged and talented team and make direct impacts in the community, please submit your resume and cover letter by March 13, 2026, to angelica.sanchez@myuna.ca.

For more information on the UNA, and to view the detailed job description visit myuna.ca/careers.

We appreciate all applications; however, only short-listed candidates will be contacted for an interview.