

Birthday Party Assistant (part-time only)

The Science Museum of Western Virginia is seeking a part-time Birthday Party Assistant. The museum hosts birthday parties on Saturdays and Sundays only so applicants MUST be available on weekends during the day.

Responsibilities: In order to facilitate birthday parties, duties may include:

1. Set up and tear down of the event room (signage, tables, materials, etc.)
2. Decorate party room before the party and clean up afterwards.
3. Create a positive and welcoming environment.
4. Lead or support group activities following a schedule.
5. Work closely with parents and children, anticipating needs.
6. Duties assigned by the event coordinator.

Qualifications:

1. Knowledge of the Science Museum of Western Virginia (or willing to learn).
2. Experience working with children in an educational environment.
3. Ability to work independently and with Party Host/parents.
4. Interpersonal and customer service skills.
5. Must be punctual and dependable.

Time Commitment: Weekends (Approximately 3 hours per party)