



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA OF LANSING

Birthday Party Coordinator

General Function: The Birthday Party Coordinator will be responsible for the high-quality program, customer service, and participant engagement. This individual must maintain high personal standards and organizational skills to ensure child's experience is top line.

Duties and Responsibilities:

1. Ensure high quality parties that are results-based driven, with proper planning and engagement.
2. Work cooperatively and professionally with all party participants, parents, and support staff.
3. Register parties, confirm activities, and complete all required documentation for event.
4. Ensure the facilities and equipment are secured for each party and ready on time.
5. Manage birthday party calendar and all inquiries
6. Guide party participants, parents, and guests to their designation rooms and activity areas and ensure they are safely lead through each activity.
7. Confirm parties are paid in full and communicate effectively with Member Service Staff and housekeeping.
8. Set-up and breakdown of each party
9. Other duties as assigned

Salary/Hours: \$12-13/hr based off experience; part-time; Weekends mandtory with a handful of hours during the week

Benefits:

- Free YMCA Adult Membership
- 25% discount on program fees for themselves up to \$300 per year
- 13% retirement contribution upon eligibility
- Paid medical leave based on status and hours worked
- Paid YMCA risk required trainings

Job Requirements:

- High school diploma or equivalent is preferred. Minimum age of 18 years
- Requires a friendly, outgoing, and enthusiastic personality
- Experience working with children ages toddler – 12 years of age preferred
- Completion of YMCA trainings within a required time frame. Trainings include:
 - CPR/AED, First Aid
 - Child Sexual Abuse
 - Harassment
 - Slips, Trips, and Falls
 - Blood Borne Pathogens

Physical Demands

While performing the duties of this job, the employee is often required to: bend, stoop, kneel, twist, reach with hands, sit, stand for an extended period of time, lift and/or move up to 30 pounds, have finger dexterity, grasp, perform repetitive motions, talk, hear and have visual acuity.

Disclaimers:

- Must complete successful background screening
- This job description may not be all-inclusive and employee is expected to perform all other duties as assigned by direct management.
- Job descriptions and duties may be modified when deemed appropriate by management.

Contact: Amy Stearns, Director of HR & Risk, careers@lansingymca.org