

## **Birthday Party Leader / Event Assistant (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 and organized Birthday Party Leader / Event assistant who will plan, execute, and lead the delivery of birthday parties and provide assistance to multiple UNA events upon request. The successful candidate will coordinate with the Customer Service and Rental Operations Coordinator and the Youth Coordinator work in the execution of birthday parties and provide an enjoyable and memorable experience for all party guests.

### **JOB RESPONSIBILITIES – BIRTHDAY PARTIES:**

- Work in partnership with the Customer Service and Rental Operations Coordinator in gaining all schedule and contact information of Birthday Bookings.
- Plan and organize the birthday party events with the host/parent (crafts, games and activities – including up to 3 hours of emails/phone calls)
- Work in partnership with the Youth Coordinator in recruitment and training of volunteer youth to assist in the delivery of the event.
- 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 – PRIVATE EVENTS:**

- Help the host set up and decorate the room
- Set up audio and visual equipment as per hosts requests
- Be of assistance to host during events
- Assist the host with clean up at the end of event
- Attend to additional UNA jobs during events, as requested

### **Qualifications:**

- Must be 18 or older.
- Completion of Grade 12 high school diploma or equivalent.
- Event planning or experience working in recreation, sport or community leisure services is preferred.
- Previous professional experience working with children is an asset.
- Demonstrated knowledge of age-appropriate activities (arts & crafts, games, sports, etc.)
- Excellent communication and interpersonal skills.
- Current First Aid/CPR certification.



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- 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 independently and as part of a team.
- Able to work weekends.
- Successful completion of a criminal record check with vulnerable sector checked is required.

**Job Particulars:**

- Part-time position – 10 Hours Per Week
  - Saturdays and Sundays dependent on parties booked.
  - Parties are booked at 4.5 Hours per booking.
- Starting hourly rate: \$20.00 - \$22.00/hour
- Reports to: Customer Service and Rental Operations Coordinator.
- Application Deadline: Looking to fill position as soon as possible. Please apply no later than June 30, 2024.

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 June 30, 2024, to [angelica.sanchez@myuna.ca](mailto:angelica.sanchez@myuna.ca).

For more information on the UNA, and to view the detailed job description visit [myuna.ca/careers](http://myuna.ca/careers).

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

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