



JOB OPENING

JOB TITLE	Birthday Party Leader
OPENING DATE	December 05, 2024
CLOSING DATE	Open until filled.
DEPARTMENT/DIVISION	Special Services / Hawk
EMPLOYEE GROUP	General
EMPLOYMENT STATUS	Part-Time.
START DATE & WORK SCHEDULE	ASAP 10-20 hours per week; nights and weekends required
PAY RATE	\$11.50 - \$13.00 per hour
PREVIOUS WORK EXPERIENCE	Experience working with and/or supervising children is preferred. Education classes or experience in camp, youth programs, recreation, working with children, or in a related field preferred.
EDUCATION	High School or College level preferred.
SPECIAL SKILLS & TRAINING	Excellent verbal and written communication skills. Outstanding customer service for extensive contact with the public. While performing the duties of the job, the employee is required to stand, sit, kneel, walk, talk, see, hear, use hands or fingers to handle objects, and reach with hands and arms. The employee lifts and/or moves up to 25 pounds.
BASIC RESPONSIBILITIES	Responsible for facilitating parties at the Farmington Hills Community Center - The Hawk. Check-in party guests at arrival time, keep birthday party room clean and stocked during party times, ensure parties run smoothly, and assist guests when needed. Set up and clean up prior to and after each event.
HOW TO APPLY	All candidates must complete a City of Farmington Hills employment application. Applications are located at www.fhgov.com or in the Human Resources Department at City Hall (31555 West Eleven Mile Road, Farmington Hills, MI 48336). Please email the completed application and supporting documents in .pdf form to hr@fhgov.com or in person to the HR Department for consideration.

EQUAL OPPORTUNITY EMPLOYER