



Newtown  
COMMUNITY CENTER

# Birthday Party Host

**Reports to:** Event & Marketing Coordinator

**Job Type:** As-need (Based on Party Bookings)

## Overview

As a **Birthday Party Host**, you will be responsible for creating a fun and memorable experience for party guests. Your role includes setting up and cleaning the party room, assisting the client and their guests, ensuring safety guidelines are followed, and maintaining a welcoming atmosphere. This position is **as-needed**, based on party bookings, and requires strong communication, organization, and enthusiasm for working with children and families.

## Responsibilities

- Set up the party room before guests arrive
- If applicable, guide guests to scheduled activities
- If applicable, distribute wristbands to party kids
- Ensure all safety guidelines are followed throughout the event
- Keep track of the number of guests in attendance and ensure everything runs smoothly
- Assist clients with carrying party supplies, leftover food, and gifts to their vehicle
- Clean up after the party, reset the space, and prepare for the next event
- Complete and return the party checklist after each event
- Report any difficult situations or incidents to the Event & Marketing Coordinator immediately
- Substitute for other party hosts when needed
- Assist at the front desk as needed

## Skills & Qualifications

- Experience working with children in a group setting (teaching, coaching, childcare, etc.) preferred
- Strong communication and leadership skills
- Ability to create a fun, engaging, and structured environment for kids
- Reliable, organized and able to work independently
- Must be available on as-needed basis when parties are booked
- Comfortable working in both indoor and outdoor settings