

Job Title: Birthday Party Host

Reports to: Director of Operations

Pay rate: \$12/hr

Summary

The Birthday Party Host will be responsible for the successful execution of birthday parties at the Lancaster Science Factory. They will be responsible for setting the room, greeting guests, performing demonstrations, leading hands-on activities, clean up, and other duties relating to birthday parties. This person should be reliable, punctual, and have the ability to work independently.

Essential Duties

- Communicate availability to appropriate LSF staff member
- Maintain order and cleanliness of birthday party room and supplies. Communicate needs with appropriate LSF staff member in a timely manner.
- Learn and perform several science demonstrations and hands-on activities for children in grades Pre-K through 8th grade.
- Occasional use of POS system
- Learn about exhibit hall safety and rules and attend occasional staff meetings to stay updated on any changes pertinent to position
- Other duties as required

Skills and Qualities

- At least one (1) year of related work experience in events management or in event services industry. Venue specific training will be provided.
- Birthday parties are only booked on weekends – ability to work flexible weekend schedule a must.
- Prior customer service experience preferred.
- Ability to communicate effectively, courteously, and tactfully with the public
- Public speaking, education, or performance experience a plus
- Excellent problem-solving skills
- Ability to handle multiple tasks at once
- Ability to lift 25lbs.
- Enthusiasm for Science is a must

Organization

Founded in 2008, the Lancaster Science Factory's mission is to create an environment for learning which helps children develop curiosity, think



creatively and build confidence as they learn the principles of science and the application of science in engineering technology.

Highly interactive exhibits, workstations and min-labs offer “open-ended” learning experiences with opportunities for visitors to experiment and create. We actively seek to make the Science Factory accessible to all the young people in the community.

Interested candidates should send their resume and cover letter to:

Amanda Bakay
Director of Operations
454 New Holland Ave
Lancaster, PA 17602
abakay@tlsf.org