



## **Birthday Party Facilitator Job Description**

**Reports To:** Birthday Party Manager & Education Director

**Employment Status:** Contract

**Salary:** \$50 for smaller parties; \$60 for larger parties

### **About the Arboretum**

Houston Arboretum & Nature Center is a nonprofit organization whose mission is *to provide education about the natural environment to people of all ages, and to protect and enhance the Arboretum as a haven and sanctuary for native plants and animals*. Located on the western edge of Memorial Park, this 155-acre urban nature sanctuary encourages visitors to slow down and enjoy the natural world. One of the first nature education facilities for children in the state of Texas, the Arboretum proudly welcomes over 10,000 school children and 500,000 visitors annually.

Please visit our website for further information on the history, people, and programs of the Arboretum. <http://www.houstonarboretum.org/>

### **Job Description**

The Birthday Party Facilitator is a contract position for qualified individuals with general knowledge of wildlife in the Houston area and a passion for working with children. This position offers the opportunity to conduct educational programs which promote and inspire a sense of wonder of the natural world in children ages 3-10 years. The Birthday Party Facilitator will provide hands-on activities and experiences within the context of a children's birthday party. Some parties will involve a guided nature hike, a craft, and/or an animal encounter.

This position involves the setup, hosting, and clean-up of children's birthday parties on Saturdays and Sundays. Each party requires approximately 2½ hours of your time. This position reports to the Birthday Party Manager and the Education Director of the Houston Arboretum & Nature Center.

### **Knowledge, Skills and Abilities:**

- Knowledge of Houston area plants and animals
- Passion for working with elementary and preschool aged children
- Ability to prepare and help children create themed arts and crafts
- Interest and ability to learn and inspire in the outdoors
- Ability to work without direct supervision
- Flexibility, dependability, and enthusiasm
- Positive outlook and energy
- Excellent communication

### **Qualifications**

Successfully completed at least 2 undergraduate-level science courses at a four-year college or university or equivalent experience. Experience working with children ages 3 and up.

A background check is required for this position.