



## Birthday Party Ambassador

Seeking a customer service oriented and enthusiastic Birthday Party Ambassador who will manage birthday parties on Saturdays according to the Butterfly Pavilion's guidelines and procedures.

### Essential Duties and Responsibilities

The Birthday Party Ambassador will:

- Represent the Butterfly Pavilion and its mission in a professional manner. The Butterfly Pavilion's mission is to "foster an appreciation of butterflies and other invertebrates while educating the public about the need for conservation of threatened habitats in the tropics and around the world."
- Be a host/hostess of the Butterfly Pavilion with great enthusiasm and interact with children and adults
- Prepare birthday party room, lead the birthday party which includes giving a 15 minute bug talk, act as a liaison for the family during the party, direct the group through our exhibits and coordinate final payment on the day of the party.
- This is a part time position on Saturdays; (1) 8 hour shift every Saturday with some flexibility. There is potential to add more hours per weekend as our Birthday Program grows.
- The Birthday Party Ambassador reports to the Private Events Coordinator.
- The ideal candidate will have a great appreciation and understanding of our mission, will be passionate about working with children on their birthdays, will be comfortable holding/ handling invertebrates and speaking about them, and will be highly organized, professional and enthusiastic.

### Working Environment/Physical Activities

- Interaction with clients may include walking, standing, bending, stooping, holding bugs and speaking about them.

### Essential Knowledge, Skills and Training

- The Birthday Party Ambassador will be provided with training to conduct birthday parties
- Prefer candidates who have experience working with children

### Example of Basic Duties

- Communicate with Private Events Coordinator for specific client birthday party needs.
- Set Up for Birthday Party
  - Set up decorations including balloons, tablecloths, goodie bags, craft supplies, paper goods, etc.
  - Preparing room
- Greet Clients & Act as Liaison to family
  - Provide an educational and interactive animal encounter
  - Be available for guests at all times in room or at front desk
- Serve food to guests including pizza and ice-cream
- Lead family through the Butterfly Pavilion exhibits and to Butterfly releases in Conservatory
- Collect final payment from client on the day of the party and fill out related paperwork for keeping accurate documentation
- Clean up post birthday party and prepare for the next (generally 2 birthdays in one day) both lasting 2 ½ hours
- Enjoy working with children and adults in an interactive role at science and educational environment

### Apply to:

Kelly Ortmeier, Private Events Coordinator  
6252 W. 104<sup>th</sup> Ave  
Westminster, CO 80020

Please email resumes to [kortmeier@butterflies.org](mailto:kortmeier@butterflies.org)

No phone calls, please. **Accepting applications until Friday May 21st, 2010.**