



**Long Island Children's Museum**  
**LONG ISLAND CHILDREN'S MUSEUM**  
**POSITION DESCRIPTION**

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**TITLE:** Museum Birthday Party Host

**PAGE:** 1

**DEPARTMENT:** Education/VSS    **FLSA:** Non- Exempt

**PREPARED:** 2/10/2025

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**JOB SUMMARY:**

The birthday party host position is central to ensuring a smooth and enjoyable, fun and memorable party experience for the birthday child, family and guests. The birthday party host creates a fun and seamless experience for parties by, assisting in set up, leading birthday activities and facilitating games and crafts, maintaining a high level of energy and enthusiasm, communicating with families and guests and managing any party timing.

**DUTIES AND RESPONSIBILITIES:**

- Greeting birthday families and their guests
- Implementing party activities and demonstrations
- Encouraging children to participate
- Serving party food and cake
- Party set-up and clean-up.

**SUPERVISION:**

**Received:** Birthday Party Program Director

**Given:** None

**MINIMUM QUALIFICATIONS:**

**Education:** Experience working with children and caregivers is a plus.

**Experience:**

- Experience with children's birthday parties, sales or education a plus.
- Experience in a cultural organization a plus.

**Required Skills:**

- Have the desire to work in a fast-paced environment.
- Excellent customer service and sales skills
- Demonstrate attention to detail and creativity.
- Possess excellent oral, written, presentation and organizational skills.
- Be a self-starter who can take direction and contribute ideas.
- Must be able to work well on their own while still being a team-player.
- Must exhibit a positive, "can do" attitude.
- Must possess excellent "people" skills and the ability to work effectively with employees at all levels within the organization and individuals outside the organization.

**WORKING CONDITIONS:**

**Environment:** Indoors, public environment.

**Working Hours:**

- Part Time
- 7-21 hours per week (primarily evening and weekend)
- In-person, on-site



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**Use of Equipment:** None

**Travel:** None

**COMPENSATION/BENEFITS:**

- **Salary:** \$18/ an hour
- Flexible schedule

To perform this job successfully an individual must be able to perform each essential duty and responsibility satisfactorily. The Long Island Children's Museum is an Equal Opportunity Employer and strongly encourages applications from people of color, persons with disabilities, women, and LGBTQ+ applicants. The requirements listed above are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

For more information about Long Island Children's Museum visit [www.licm.org](http://www.licm.org) or on Instagram, Facebook, LinkedIn, YouTube.

To apply: Please submit a cover letter and resume via email to: [resumes@licm.org](mailto:resumes@licm.org). Please put Birthday Party Host in the subject of the email. Resumes will be reviewed immediately.