

New Orleans City Park Part-time Job Vacancy Notice: Birthday Party Coordinator



New Orleans City Park is seeking a part-time, intermittent Birthday Party Coordinator for our Storyland and Carousel Gardens Amusement Park to coordinate the set up and tear down of birthday facilities for patron parties.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Communicate with birthday party sales office for party schedule.
- Ensure that all birthday party rooms are cleaned and set up for each party and cleaned afterward in preparation for the next party.
- Schedule and supervise the appropriate number of staff to work during the parties.
- Oversee delivery of food and drink.
- Greet and remain available to party host/hostess and their guests to attend to their needs
- Communicate with host/hostess during rain events and make every effort to accommodate reasonable requests for moving and/or rescheduling the party.
- Monitor all birthday party supplies and notify Birthday Party Sales when a re-order is needed.
- Identify and communicate any potential safety matters to the Manager of Recreational Services.
- Follow proper procedures for incident reports.
- Train staff in following correct procedures for party set up and tear down.
- Other duties as assigned.

SUPERVISORY RESPONSIBILITIES

This job supervises other employees working the parties.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED); one to three years related experience and/or training; or equivalent combination of education and experience.

*New Orleans City Park is an agency of the State of Louisiana. Applicants must be able to pass both a background check and drug test. To apply you may email your resume to City Park's Human Resources department at hr@nocp.org, or you may complete an application at the City Park Administration building located at 1 Palm Drive in City Park, Monday through Friday between 8:30 a.m. and 4:30 p.m.