

**BGSU Recreation and Wellness  
Student Employment Position Description**

**Job Title:** Birthday Party Coordinator

**A. Main Purpose of the job:** Serve as the lead coordinator for the BGSU Recreation and Wellness Birthday Party program while providing a quality programming environment for the participants.

**B. Primary responsibilities or key duties of the job (tasks performed regularly):**

1. Make contact with potential birthday party clients to organize all details of party (date, time, activity, decorations, clean-up).
2. Maintain proper birthday party supply inventories.
3. Coordinate all party bookings in CLASS software and production of all contract materials.
4. Send out follow-up materials post birthday party (i.e. thank you note and evaluations).
5. Promote the mission of Recreation and Wellness.

**C. Additional duties (tasks performed occasionally):**

1. Attend regularly scheduled meetings throughout the year.
2. Maintain positive relations and rapport with participants.
3. All other duties assigned by your supervisor

**D. Basic Qualifications:**

1. Must hold the American Red Cross CPR-PR, AED and First Aid Instructor certification, or the equivalent.
2. Complete the BGSU's Bloodborne Pathogen and Preventing Sexual Harassment training.
3. Ability to work in a diverse recreational program and possess the skills to teach all age groups and skill levels.