



Volunteer Job Description: **Party Coordinator**

Birthday Dreams is a non-profit program dedicated to bringing joy to homeless children with the gift of a birthday party.

Position Description:

- Run an onsite birthday party at a shelter.
- Review online requests from volunteers to participate in specific parties, answer their questions and email them with details about the onsite party.
- Advise volunteers what to expect at the party.
- Coordinate party set-up, organize games, help with serving cake/juice, play games and coordinate cleanup.
- Pick up party supplies/cake at Birthday Dreams office in Renton prior to party; return supplies to the office after party is finished.

Skills Required:

- Ability to load/unload party supplies/cake from your vehicle.
- High degree of organization with good attention to detail.
- Teamwork skills, diplomacy and ability to direct other volunteers at party.
- Ability to happily interact with children and their families to create a joyous party experience.

Qualifications:

- Reliable transportation to onsite party location.
- Previous experience as a volunteer with Birthday Dreams at an onsite party is desirable but not required. Training provided by Birthday Dreams staff if needed.
- Familiar with email.
- Comfortable giving directions to others at the party.

Hours:

- 4-5 hours once a month. Parties at shelters are scheduled monthly.
- Some time prior to party may be needed to answer volunteers' questions about the party.
- Time is needed to pickup the party supplies/cake for the party and return supplies at the end of the party.
- Plan on spending about 3 hours at the party coordinating the setup, activities and cleanup.

Benefits:

- Use your organizing experience to support creating fun birthday parties for homeless children.
- Bring a smile to a child's face and help give them the gift of a birthday party!

Work Site Location:

- At a shelter or transitional housing facility in the Puget Sound area.
- Pick up/drop off supplies at the Birthday Dreams Office: 1101 Bronson Way N., Renton, WA 98057

How to Apply:

- Go to www.birthdaydreams.org to learn more about the organization and its volunteer program or
- call: (425) 988-3954.
- Apply online or indicate an interest in the position by sending an email to: volunteer@birthdaydreams.org

Reports To:

- Shannon Avery, Director of Operations.

Additional Info:

- Criminal background check is required.
- Signing a Confidentiality Agreement is required.