



Birthday Party Facilitator

Location: Mount Albert, Ontario

Status: Part-Time | Weekends | Up to 16 hours/weekend

Reports to: Board of Directors

About The Family Place

Vision: A community where all families are engaged and empowered to create a healthy environment in which to thrive.

Mission: The Family Place is a diverse, community-based organization that enhances the lives of families and children by creating a safe, positive environment, offering programs that promote learning, empowerment and well-being, while affirming the value of parenting.

Position Overview

We're looking for an enthusiastic and organized **Birthday Party Facilitator** to help create fun and stress-free celebrations for local families. You'll be the friendly face that sets up, tidies up, and keeps everything running smoothly, helping to make birthdays at The Family Place special and memorable.

Key Responsibilities

Party Facilitation

- Set up party spaces in advance of guest arrival
- Greet families and help them feel welcome
- Keep the party on track by managing timing and flow (e.g. reminders about how much time is left)
- Support families with access to our playrooms and kitchenette
- Help clean and reset the space after each party

Customer Experience

- Serve as the on-site contact for families during their booking

- Provide clear, friendly communication before and during each event
- Create an inclusive, family-friendly environment for all guests

Operations & Logistics

- Maintain and track party supplies
- Report maintenance or inventory issues to the board liaison

What You Bring

Required

- High school diploma or equivalent
- Excellent communication and customer service skills
- Confidence interacting with children and families
- Reliable, organized, and able to manage time well
- Able to lift and move light furniture and supplies
- Available Saturdays and/or Sundays
- CPR/First Aid (or willing to obtain)

Nice to Have

- Experience in hosting or organizing children's parties or events
- Creativity and comfort leading games or themed activities (optional, not always needed)
- Familiarity with small nonprofit or community-based work

Compensation

- **Hourly Wage:** Starting at \$17/hour, in line with Ontario's minimum wage.
Final rate may vary depending on age and student status, as per provincial guidelines.

Join Our Team

Help us bring joy to families in our community, one party at a time. If you love creating positive experiences for kids and families, we'd love to hear from you!