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Job Title: Birthday Party Coordinator

Location: Greater Carbondale YMCA

Department: Program

Reports To: Senior Program Director

Job Summary:

The Birthday Party Coordinator is responsible for organizing and executing memorable and fun birthday parties for clients of all ages. This role involves managing all logistical aspects of the party, from initial consultation and planning to day-of execution. The coordinator will ensure that the party(s) run smoothly, meet the client's expectations, and create a fun and enjoyable experience for everyone involved.

Key Responsibilities:

- **Event Planning:**
 - Coordinate all aspects of the party, including confirming the party with client (date, time, number of participants), confirming the food, and printing signage.
 - Organize and confirm all third-party vendors such as pizzeria and any entertainers.
- **Event Setup & Management:**
 - Oversee party setup, including decorating the venue, arranging tables, and ensuring all party activities are in place.
 - Supervise and manage the event during the party, ensuring everything runs according to schedule.
 - Monitor the locker rooms, cleaning if necessary
 - Be available to address any issues or last-minute changes that may arise during the event.
- **Team Coordination:**
 - Work with the YMCA team, ensuring everyone understands their roles and responsibilities.
 - Provide guidance and support to staff during the event to maintain high service standards.
- **Post-Event:**
 - Ensure timely cleanup of the venue after the event.
 - Gather feedback from clients to improve future events and address any concerns.
 - Send thank-you notes or follow-up communications to clients.

Skills & Qualifications:

- **Experience:** Proven experience in event planning, preferably in birthday parties or similar events.
- **Creativity:** Strong creative skills with an ability to design and execute fun and memorable themes.
- **Organization:** Excellent organizational skills, with the ability to manage multiple tasks and deadlines.
- **Communication:** Strong verbal communication skills to liaise with clients, vendors, and staff.
- **Problem-Solving:** Ability to stay calm under pressure and resolve issues quickly during the event.
- **Customer Service:** Exceptional customer service skills, with a focus on creating positive experiences for clients and guests.
- **Attention to Detail:** A keen eye for detail to ensure everything runs smoothly and meets high standards.
- **Flexibility:** Ability to work weekends and evenings, if needed.

Preferred Qualifications:

- Experience working with children or organizing children's parties.
- Knowledge of various party themes, games, and activities for different age groups.

Physical Requirements:

- Ability to lift and carry event supplies (decorations, tables, etc.) up to 70 lbs.
- Ability to stand for extended periods during event setup and management.

This role requires someone who is enthusiastic, detail-oriented, and capable of juggling multiple tasks in a fast-paced environment while ensuring the client's vision is brought to life. If you're passionate about creating unforgettable moments and working with a variety of people, this position could be a great fit!