

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](http://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](mailto:volunteer@birthdaydreams.org)

**Reports To**:

* Shannon Avery, Director of Operations.

**Additional Info**:

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