



## Birthday Party Guide The Holden Arboretum

### Description: Holden Forests & Gardens (HF&G)

Holden Forests & Gardens is made up of two of Northeast Ohio's most important environmental and cultural institutions — [Holden Arboretum](#) and [Cleveland Botanical Garden](#) — whose mission is to connect people with the wonder, beauty, and value of trees and plants, to inspire action for healthy communities. The 12<sup>th</sup> largest public garden in the country, HF&G has close to 15,000 member households and more than 380,000 annual visitors who enjoy inspirational and educational experiences. HF&G is making a positive impact in the region and beyond through urban greening and forestry initiatives, environmental research, nature-based educational programs, and world-class visitor experiences at its two campuses.

When you join HF&G, you join a team of professionals who are passionate about improving Northeast Ohio's communities through our mission-driven programs. By joining HF&G, you will not only have the opportunity to work in a beautiful setting, but you will also have the opportunity to contribute to our fulfilling and groundbreaking work.

### Opportunity:

The Education department seeks an organized, creative, and friendly team member to support the Public Programs Coordinator as a Birthday Party Guide. Guides will set up, greet the Birthday family, lead, and tear down aspects of themed birthday parties at the Holden Arboretum. Birthday parties are held for children four (4) to fifteen (15) years of age. This position's primary location is at the Holden Arboretum which spans 3,600 acres; the 200 core acres include themed gardens, trails, and plant collections with access to natural areas.

### Position Details:

- Shifts are approximately 4 hours, up to 3 shifts per weekend
- Must be able to work Saturdays & Sundays, year-round
- Opportunity to work a maximum of 12 hours per week

### Key Responsibilities:

Key responsibilities of the Birthday Party Guide include, but are not limited to:

- Support the Arboretum's mission, values, vision, and core commitment to the visitor experience and community engagement.
- Support the Birthday Party program at the Arboretum campus including; room set up, room tear down, room reset for each party, and distribution of program evaluations.
- Lead a 1-hour program such as an outdoor hike, outdoor activity and/or a craft project.
- Greet and welcome guests upon arrival at the Holden Arboretum.
- Act as a point of contact for the party for the duration of the room rental.
- Ensure adherence of room reservation times for each party.
- Provide friendly, clear, and courteous customer service to encourage return visitation.
- Contribute positively to a team of seasonal staff, volunteers, and others.
- Maintain the appearance, cleanliness and safety of workspaces and facilities.
- Perform other duties as assigned.

### Qualifications and Skills:

- Experience working with children in an outdoor and/or educational setting
- Must enjoy working with the general public, families and children
- Effective and appropriate verbal and written communication
- Ability to work within a team and be self-motivating when working individually
- Ability to take initiative and problem-solve
- A positive attitude and high enthusiasm
- Must have a flexible schedule and be able to work weekends
- Must pass a criminal background check

### Physical Requirements

Must be able to perform with or without reasonable accommodation:

- Ability to walk/hike for at least a 1-hour duration
- Ability to understand basic instructions using the English language
- Stand and/or sit for extended periods of time
- Perform tasks in all weather conditions; temperatures may range from 0-100 F
- Effective vision and hearing
- Hand and arm dexterity
- Walk and work on wet, uneven, slippery terrain
- Kneel, bend, stoop, grab, and reach
- Regular lifting and carrying of up to 30 pounds, occasionally 45 pounds
- Have a valid driver's license for the duration of employment

Apply:

Review of applications will begin immediately and continue until the position is filled.

Qualified applicants should submit résumé and 3 professional references to Jen Graham at [jgraham@holdenfg.org](mailto:jgraham@holdenfg.org)

Holden Forests & Gardens (Holden Arboretum and Cleveland Botanical Garden) is an Equal Opportunity Employer committed to hiring a diverse and talented workforce. We seek skilled, knowledgeable, and experienced individuals to join our staff and enhance our reputation as one of the country's foremost public gardens.