



JOB OPENING

JOB TITLE	Birthday Party Assistant
POSTING DATE	February 5, 2026
CLOSING DATE:	Open until filled.
DEPARTMENT/DIVISION	Special Services
EMPLOYEE GROUP	General
EMPLOYMENT STATUS	Temporary Part-Time
START DATE & WORK SCHEDULE	ASAP 5-10 hours per week - weekends
PAY RATE	\$14.00 – 15.50 per hour
PREVIOUS WORK EXPERIENCE	Experience working with and/or supervising children & the public preferred.
EDUCATION:	Excellent verbal and written communication skills. Outstanding customer service for extensive contact with the public.
PHYSICAL DEMANDS	While performing the duties of the job the employee is required to stand, sit, kneel, walk, talk, see, hear, and use hands or fingers to handle objects, and reach with hands and arms. The employee lifts and/or moves up to 25 pounds.
BASIC RESPONSIBILITIES	Responsible for facilitating parties at the Farmington Hills Community Center - The Hawk. Check in party guests at arrival time, keep birthday party room clean and stocked during party times, ensure parties run smoothly and assist guests when needed. Set up and clean up prior to and after each event.
HOW TO APPLY	All candidates must complete an online application . Please create an account and apply online for consideration.

The City of Farmington Hills is an Equal Opportunity Employer.

We work hard to enable all employees to succeed and, to that end, we welcome diverse talent and cultivate an inclusive environment that encourages collaboration and creativity. We're committed to building a workforce where people thrive by being themselves and are inspired to do their best work every day.