

Job Description Template

Monterey County 4-H Interview Contest



Company Name: Polka Dot Event Planners

Position: Birthday Party Planning Assistant

Position Overview

Polka Dot Event Planners is seeking a summer part-time employee to join their team. The position will assist with client meetings, helping set up the event, organize and mail invitations, clean or care for supplies and design the store display table. Birthday parties should be fun, inclusive and special to each client. This is a great position for a youth with availability mid morning, some weekends and has joy in making the events spectacular!

Essential Job Functions

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- Assisting during set up of the event with place cards, decor, etc

Other Necessary Skills

- Contributions to a Group Effort
- Willingness to Learn
- Social Skills
- Caring and Empathy
- Self-Responsibility

Eligibility: 4-H Junior category

Bring: Cover letter and Résumé for this position

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.