



Excelsior Springs Parks, Recreation, Community Center Department

Job Title:	Party Attendant	Job Category:	Party Attendant
Department/Group:	Parks, Rec, Community Center	Supervisor:	Youth & Family Coordinator
Location:	Community Center	Travel Required:	NO
Level/Salary Range:	A-\$12	Position Type:	Part-time

Job Description

GENERAL PURPOSE:

Under the supervision and direction of the Youth and Family Manager the Party Attendant is to provide quality customer service to facility rentals, birthday parties, and special events at the Community Center. The Party Attendant is expected to emphasize member service, character development and to work with membership retention and promotion.

ESSENTIAL JOB FUNCTIONS:

1. Attend any required departmental trainings.
2. Set up facility rentals, party rooms, and special events.
3. Verifies payment is made before the event.
4. Interacts with guests.
5. Ensures AV equipment is set up and working properly when needed.
6. Responsible for proper enforcement of the safety rules.
7. Monitors all guest activity in rental rooms, pool area, and locker rooms.
8. Ensures party leaves the event on time at the end of their rental.
9. Tear down and clean up of rental spaces.
10. Communicates with customers to ensure patron satisfaction.
11. Informs supervisor of all guest issues, incidents, or injuries,
12. Other duties as assigned by supervisor.

QUALIFICATIONS AND EDUCATION REQUIREMENTS:

- Must be at least 16 years of age
- Must be able to reflect a positive image and attitude.
- Must have ability, desire, and basic skills to work with children.
- Must have the ability to relate to people on all levels in a friendly and consistent manner.
- Sensitivity to individuals representing a variety of family, cultural, and socio-economic backgrounds
- American Red Cross certification testing will be provided by the Excelsior Springs Community Center every 2 years.
 - First Aid
 - CPR/AED for the Professional Rescuer OR Adult/Child/Infant CPR and AED
 - Administering Emergency Oxygen
- Availability for evening and weekend shifts



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PREFERRED KNOWLEDGE, SKILLS, ABILITIES:

- Knowledge in all aspects of job and Department operations; maintains high quality of work; follows health and safety guidelines.
- Positive Attitude -Demonstrates superior customer service; treats other employees and citizens with kindness; promotes goodwill; solves conflict with tact.
- The physical demands described here are representative of those that must be met by an employee performing the essential functions of this job. Individuals may need to sit or stand as needed. The job may require walking primarily on a level surface periodically throughout the day. Reaching above shoulder heights, below the waist or lifting up to 50lbs throughout the workday. Proper lifting techniques required.
- The associate may be required to assist in case of emergency situations with members and program participants related to CPR/First Aid procedures.

ADDITIONAL NOTES

This position description has been prepared to assist in defining job responsibilities, and skills needed. It is not intended as a complete list of job duties, responsibilities, and/or essential functions. This description is not intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under supervision. The Director retains and reserves any or all rights to change, modify, amend, and or delete, any section of this document as it deems, in its judgment, to be proper.

Reviewed By:	Name	Date:	Date
Approved By:	Name	Date:	Date
Last Updated By:	Name	Date/Time:	Date/Time