



EXCELSIOR SPRINGS

Parks · Recreation · Community Center

Job Title:	Party Attendant	Job Category:	Child Watch
Department/Group:	ESPRCC	Supervisor:	Marketing & Events Coordinator
Location:	ES Community Center	Date Closing	Open until filled
Level/Salary Range:	A Starting at \$12.36/hour	Position Type:	Part-time

The Party Attendant provides quality customer service for 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.

QUALIFICATIONS AND EDUCATION REQUIREMENTS:

1. Must be at least 15 years of age.
2. Must have ability, desire, and basic skills to work with children.
3. Sensitivity to individuals representing a variety of family, cultural, and socio-economic backgrounds.
4. American Red Cross certification testing will be provided by the ES Community Center every 2 years.
 - First Aid
 - CPR/AED for the Professional Rescuer OR Adult/Child/Infant CPR and AED
 - Administering Emergency Oxygen

PREFERRED SKILLS:

1. Strong customer service skills.
2. Must have the ability to relate to people on all levels in a friendly and consistent manner.



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3. Must be able to reflect a positive image and attitude.
4. Ability to follow written and verbal instructions.
5. Ability to establish and maintain effective working relations with coworkers and the public.
6. Ability to make work-related decisions in accordance with department policies and regulations with a minimum of supervision.
7. Ability to establish good working relationships with public, subordinates and supervisors.
8. Ability to maintain self-control and composure and set a professional example for the staff and participants.
9. Ability to demonstrate a strong commitment to patron services.
10. This work is typically performed while intermittently sitting, standing, stooping, walking, bending, or crouching. Must be able to complete pre-employment physical skills at any point during employment.
11. Ability to work nights and weekends with irregular work hours.
12. Exposure to communicable diseases and bodily fluids.
13. Position may require bending, leaning, kneeling, and walking.
14. Knowledge in all aspects of job and department operations; maintains high quality of work; follows health and safety guidelines.
15. Positive Attitude -Demonstrates superior customer service; treats other employees and citizens with kindness; promotes goodwill; solves conflict with tact.
16. Constant Development -Continually looking for areas to improve upon; decisive and adaptive; supports new ideas; a driver for change. Innovative.
17. The physical demands described here are representative of those that must be met by an associate to perform the essential functions of this job.
18. While performing the duties of this position, the associate is regularly required to stand, walk, and communicate with members, program participants, guests, vendors and associates. Reaching above shoulder heights, below the waist or lifting as required to store materials, move basketball goals, and other duties throughout the workday.
19. The associate may occasionally lift and/or move up to 50 pounds. Proper lifting techniques required.
20. 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.