YMCA of the northwoods

Job Title: Party Attendant

FLSA Status: Part time Non-Exempt Revision Date: 11/24/2023

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**POSITION SUMMARY:**

Under the direction of the Program Director or Executive in charge, the Party Attendant, in harmony with the Christian nature and Mission of the YMCA shall be responsible for the setup, take down and facilitation of YMCA based parties.  This staff must model relationship-building skills in all interactions and develop and maintain positive relationships with community members, participants, parents, and other YMCA staff. This role will support the mission, purpose, and goals of the YMCA, while performing their job duties and responsibilities.

**ESSENTIAL FUNCTIONS:**

1. Provide frequent, positive, and warm interactions with party goers. Utilize SMART service guidance techniques to support a positive experience for participants.
2. Set up, decorate, and prepare for parties, ensure parties are prepared to start on time and necessary resources are available to ensure a good flow for the event.
3. Take down and put away supplies and equipment used during the party. Make sure party spaces are clean through and after party times and trash is disposed of after the party ends.
4. Coordinate party schedule and make sure party guests are following reservations/plan schedules throughout the building. Ensure parties start and end on time.
5. Check for additional party goers and make sure contract holders (hosts) are charged correctly based on party package and attendance.
6. Maintain a party/event environment that is safe, neat, and inviting, reporting conditions that require attention.
7. Work with Program Director to keep an updated inventory of supplies and notify director when more items need to be purchased.
8. Report all accidents to the supervisor and completely fill out proper logs and incident forms.
9. Report any suspicious or concerning activities or behaviors that could lead to child abuse or are in violation of the code of conduct to the supervisor.
10. Attend all staff meetings/trainings and complete all YMCA new staff trainings withing 90 days. Assure own professional growth and maintain required records.
11. Act as a liaison between the YMCA of the Northwoods, program participants, parent/guardians, and the community. Build effective authentic relationships with members; helps members connect with each other and the YMCA.
12. Perform all other duties as assigned.

**Skills and Qualifications:**

1. Be at least 17 years of age.
2. Effective verbal and written communication skills, along with the ability to effectively implement and share knowledge with participants.
3. Certification in First Aid and CPR or the ability to attain within 30 days of hire.

**EFFECT ON END RESULTS**:

1. Effective relationship building that manifest into personal relationships with other members, staff, volunteers, families.
2. Works well with other staff to promote YMCA values.
3. Models the YMCA mission and values while on the job.
4. Maintains and grows high quality programs for participant.

**PHYSICAL DEMANDS**.

1. Ability to perform all physical aspects of the position, including lifting/carrying 50 pounds, climbing, walking, standing, bending, reaching, and lifting techniques.
2. Ability to speak, see and hear.

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I understand and mutually accept the above descriptions to the job to be performed.

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Party Attendant Signature Date