

Warrenville Park District

Job Description

Job Title: Birthday Party Attendant

Department: Recreation

Employee Classification: Short-term

Immediate Supervisor: Marketing & Special Events Supervisor

FLSA Status: Non-Exempt

JOB STATEMENT

Serves as an instructor of the Birthday Party operations. Primarily responsible for the organization and implementation of the Birthday Party activities. This is a short-term position reporting to the Marketing & Special Events Supervisor.

QUALIFICATIONS:

1. Experience in a position related to childcare or child development preferred or two years experience in a related field.
2. Must be age 16 yrs. or older
3. The ability to communicate both written and orally.
4. Strong organizational skills.
5. The ability to work independently, efficiently and attend to details.
6. First Aid/CPR certification within four months of employment is required.
7. Must Obtain DCFS Certification of Mandated Reporter of Child Abuse and Neglect upon Hire

DUTIES AND RESPONSIBILITIES

Essential Functions:

1. Planning, organizing and implementing of birthday party activities.
2. Setting up equipment and supplies for birthday party use.
3. Regular attendance and punctuality.
4. Responsible for daily check-in and check-out procedures for program participants with the parents or guardians.
5. Interact with the children in various activities.
6. Provide excellent customer service to patrons and staff
7. Maintain a safe, clean and friendly environment for patrons.
8. Supervision of participants.
9. Maintain communication with participants and parents.
10. Cleaning and organizing of supplies.
11. Monitor inventory of supplies and equipment. Report needed items to Marketing & Special Events Supervisor.
12. Report any problems which arise with patrons or employees to the Marketing & Special Events Supervisor
13. Notify the Marketing & Special Events Supervisor of situations regarding the operation of the program such as broken equipment, facility damages and participant concerns.
14. Report all accident/incident reports in a timely manner.
15. Attend staff meetings.
16. Become a "mandated reporter" for the Abused and Neglected Child Reporting Act.
17. Must follow, administer and implement Warrenville Park District policies and guidelines.

Knowledge, Skills and Abilities

1. Knowledge of early childhood education.
2. Willing to learn new ideas on an ongoing level.

Knowledge, Skills and Abilities (continued)

3. The ability to be well organized and establish priorities.
4. Ability to work under stressful conditions.
5. Ability to function independently, possessing a high degree of self-motivation and self-direction.
6. Technical skills necessary to operate basic office machinery.
7. Knowledge of public relations techniques and the ability to use them in promotion of recreation programs and services.
8. Knowledge of time management techniques and the ability to use skills in developing schedules and adhering to timelines.
9. Ability to make correct and safe judgments under “normal” and highly stressful circumstances and situations.
10. Must exhibit good problem solving and good judgments in keeping with the mission of the Warrenville Park District.
11. Ability to use safe practices in accomplishing work.

Safety Responsibilities:

1. Actively support the loss control program that will effectively control and reduce accidents.
2. Maintain a working knowledge of all general and departmental specific safety rules.
3. Obey and enforce the practical safety rules, regulations, and procedures established by the loss control program that is pertinent to the activity of the department.
4. Ensure that all management policies are fully implemented for maximum efficiency for each job.
5. Take corrective action for any unsafe condition that is observed which could adversely affect the safety of an employee or the public.
6. Continually observe and evaluate work conditions and work procedures to detect and correct unsafe conditions and practices.
7. Assist with emergency procedures and building evacuation.

Physical Requirements

1. Requires sitting, standing, bending, reaching, and a normal range of hearing and vision.
2. Regularly lifts and carries items weighing up to 25 pounds.
3. Requires hand-eye coordination and manual dexterity to operate a computer keyboard, copy machine, telephone, calculator, fax machine and other office equipment.
4. Requires eyesight, correctable to 20/20 to read numbers, registration forms, reports, and computer terminals.
5. Requires hearing within normal range for telephone and customer service.
6. Requires assisting with set up of programs and special events as needed.
7. Requires working in areas, which are not air-conditioned.

Working Conditions

1. Exposure to chemicals such as cleaning agents.

The above is intended to describe the general content of and requirement for the performance of this job. It is not to be construed as an exhaustive statement of essential duties, responsibilities, and requirements.