

YMCA OF PUEBLO

JOB DESCRIPTION

Job title: Birthday Party Host/Hostess
Reports to: Family Strengthening Coordinator
Date: December 1, 2008

GENERAL FUNCTION:

To cultivate and build relationships with members of the YMCA community, and facilitate experiences that improve members' health and wellness. To develop members' spirit, mind, and body through interactive activities including birthday party games and ensure safety of participants.

KNOW-HOW:

The Birthday Party Host/Hostess must have a thorough understanding of the YMCA's mission and goals, continued knowledge of programs, and excellent communication and public relation skills. Good oral and written communication skills are required. Person must have the ability to communicate policy and procedure, handle inquiries, diffuse problems in a friendly and professional manner and be a team player.

A high school diploma or equivalent, CPR certification and blood borne pathogen training are required.

PRINCIPAL ACTIVITIES:

- Promote the YMCA and its programs through public relations. Maintain the highest level of member service and satisfaction in a birthday party setting.
- Enforce YMCA rules and policies.
- Record and maintain member records.
- Verify pool participant number and ensure party balance is paid
- Set up facility or equipment, store equipment, and secure facility and equipment.
- Maintain facility and/or equipment. Keeping Program Director Health and Wellness notified of any equipment that needs repair.
- Host birthday parties and facilitate pool games
- Front line contact person for birthday parties inquiries, member concerns and liaison to appropriate program director.
- Secure qualified substitute when needed.
- Report injuries and complete required forms.
- Perform other duties and tasks as designated by the supervisors as they pertain to the management and operation of the Health and Wellness department under the principles of membership retention.
- Attend YMCA Health and Wellness monthly staff meetings and trainings.

EFFECTS ON END RESULTS:

The Birthday Party Host/Hostess is responsible for facilitating a safe and fun party for YMCA members and guests. This position is primarily concerned with providing a pleasant YMCA experience to help build relationships with members and guests. This YMCA is viewed as a resource to meet our mission and goals. A primary goal is to build a community of healthy engaged families and individuals.

Employee Signature _____

Date _____

Supervisor Signature _____

Date _____