

**YMCA of Southern Nevada
Job Posting**

JOB TITLE: Birthday Party Host

SUPERVISOR: Youth & Family Director

WAGE RANGE: \$7.00-\$8.00 per hr.

SHIFT: Friday 5:30 PM-9:30 PM, Saturday 11:00 AM-3:00 PM, Sunday Noon-5:00 PM

DEPARTMENT: Youth & Family

LOCATION: Centennial Hills YMCA

APPLY BY: May 1, 2008

GENERAL FUNCTION: Under the direction of the Youth & Family Director, the Birthday Party Host assists in the general planning, implementation and evaluation of the Birthday Party Program in accordance with the purposes and policies set forth by the association.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- 1) **CONDUCTS** Birthday Party Programs. **PREPARES** and **ADMINISTERS** Birthday Party curriculum.
- 2) **GREETS** and **ASSISTS** Birthday Party guests with party room check in/out. **SERVES** as a positive role model for program participants and staff.
- 3) **REVIEWS** and **EVALUATES** enrollment and program offerings.
- 4) **PROMOTES** and **EMBRACES** YMCA Character Development. **CONTRIBUTES** to a positive work environment. **UPHOLDS** and **EXEMPLIFIES** the principles of the YMCA Member Service Program.
- 5) **PERFORMS** all other duties as assigned.

SKILLS AND QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **EDUCATION and/or EXPERIENCE:** High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.
- **LANGUAGE SKILLS:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.
- **MATHEMATICAL SKILLS:** Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.
- **REASONING ABILITY:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Current CPR & First Aid.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to sit; use hands and fingers to handle or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to stand, walk; reach with hands and arms; and stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those and 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.

- While performing the duties of this job, the employee occasionally works in outside weather conditions and is occasionally exposed to wet and/or humid conditions. The noise level in the work environment is usually moderate to loud.

END RESULT:

- 1) Provide safe, secure and educational experience for participants.
- 2) Impact the overall effectiveness of the association's implementation of the YMCA mission.
- 3) Provide the community with quality services, programs and leadership in the Youth & Family department thus helping the association to achieve higher levels of membership retention.

We understand and mutually accept that the above description and supplement represent our agreements as to the job to be performed.

This job description is not intended to be all-inclusive. It is understood that the employee will also perform other business related duties including meetings if requested by the immediate supervisor or senior management. Job descriptions are reviewed periodically and may be revised if deemed necessary. This job description is not a written or implied contract.