



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

TITLE: Party Host
STATUS: Part-time, Non-exempt
REVISED: Mar-24

DEPARTMENT: 11-Children's Programs
REPORTS TO: Children's Program Director
BRANCH: Pabst Farms

POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit committed to strengthening community through youth development, healthy living, and social responsibility. This position will provide attentive personalized service to hosts and party attendees promoting positive image of YMCA programs and benefits of membership.

QUALIFICATIONS:

- Experience planning and hosting parties/events preferred.
- Willingness to attend meetings, training, and obtain additional certification as requested.

PHYSICAL DEMANDS:

Ability to perform all physical aspects of the position; walking, standing, bending, reaching, and lifting. Individuals in this position may be subject to loud facilities.

ESSENTIAL FUNCTIONS:

- Review party contract and schedule, plan room activities for party participants, prepare room and necessary supplies prior to the scheduled party start time.
- Communicate schedule and party details with head lifeguard or climbing wall staff.
- Welcome party hosts and guests at Welcome Center, provide directions to party room.
- If the party is utilizing aquatic facilities, review swimming ratios with group and assure they are met. Issue wrist bands to all swimmers.
- Insure all guests have waivers signed by a parent or guardian.
- Escort participants to appropriate activity areas according to party contract schedule (i.e. pool or climbing wall). Provide towels for swimmers and other supplies or equipment as needed.
- Supervise each area of facility being utilized by partygoers.
- Facilitate pre-planned games, cake-cutting, gift opening and gift registry.
- Ensure safety and cleanliness of equipment and facilities throughout party (i.e. picking up wrapping paper, clean up spills).
- After party, clean up and inspect room according to cleaning check list.

YMCA COMPETENCIES (Leader):

Advancing Our Mission & Cause

- Serves others by intentionally welcoming, connecting, and supporting them, and inviting them to get involved and give back to the community.
- Recognizes and articulates that the Y is a not-for-profit, charitable organization committed to serving the entire community.
- Tells the Y story in regular interactions with members.

Building Relationships

- Creates a safe environment in which others feel welcome and respected.
- Listens with the intent to understand the perspective of others by using appropriate communication methods, including open-ended questions.
- Embraces all dimensions of diversity (i.e., ability, age, culture, ethnicity, faith, gender, income, national origin, race, religion, sexual orientation, socio-economic status, etc.) by treating all people with dignity, compassion, and respect.

Leading Operations

- Responds to challenges with possible solutions in a timely manner.
- Serves with purpose and passion.
- Delivers a high-quality experience to members, participants, or project teams.
- Improvises quickly and appropriately when faced with unexpected circumstances.
- Organizes program or project resources, space, or deliverables to best meet intended goals and outcomes.

Developing & Inspiring People

- Supports members, participants, or project teams in achieving their goals.
- Acts in alignment with personal and organizational values in all situations.
- Operates with openness and a willingness to receive ongoing feedback from all levels of the organization.

DISCLAMER:

Other duties may be assigned to this position at the discretion of the reporting supervisor.

Performance evaluation, based on essential functions and competencies, will be conducted annually.

By signing this description, I acknowledge that I possess all qualifications stated and am **able / unable** (circle one) to perform all essential functions without special assistance.

Employee Signature

Date