



## Recreation & Community Services Department

2450 S. 68th Street, West Allis, WI 53219

(414) 604-4900

[www.wawmrec.com](http://www.wawmrec.com)

Position: Birthday Party Host/Hostess

Summary: The Birthday Party Host/Hostess is responsible for creating a fun and enjoyable Birthday Party and directly reports to the Program Manager.

Qualifications:

- Individuals must be at least 18 years of age.
- Ability to share general department program knowledge and answer or direct questions to appropriate department personnel.

Responsibilities:

- Greet and welcome all participants, parents, and/or community members.
- Ensure participants/visitors are present for a specific permitted event.
- Decorate the space to host the Birthday Party.
- Organize and facilitate games and/or activities.
- Lead the party in Birthday celebration and cake distribution.
- Answer questions and/or direct questions to the appropriate person.
- May be required to open, close and secure the building.
- Communicate program information or needs to the participants, parents, and/or community members
- Be able to share general department operational knowledge.
- When applicable, clear snow and salt program walkway areas.
- Help to create and ensure a safe program environment which may include program set-up and clean-up and general cleaning of spills, bodily fluids, etc. as the program dictates and/or notify facility staff.
- Work collaboratively with all other district and department personnel.
- Representative of the Recreation Department, uphold and exemplify department policies and guidelines in all aspects of job performance and in relationships with children, families and district employees as outlined in the department employee handbook.
- Administer and/or assist with basic First Aid and completion and submission of accident report forms.
- Serve as a point of contact in event of an emergency (medical, weather, fire, security, etc.).
- Communicate all pertinent program information (incidents or injuries, needs, or concerns) to immediate supervisor or department program administrator.
- Complete, collect, and submit all applicable forms, reports, and payroll documentation as directed by immediate supervisor or department administrator.
- Ability to facilitate conflict resolution and independently problem-solve.
- Attend and participate in department-provided training, in-services and training.
- Other duties as assigned by immediate supervisor or department administrator.

Application Procedure:

Candidates must complete an application at [www.wawmrec.com](http://www.wawmrec.com) and submit

***The West Allis-West Milwaukee Recreation and Community Services Department does not discriminate on the basis of age, race, sex or sexual orientation, marital status, handicap, national origin, creed, arrest or conviction record, ancestry, member of military reserve, or any other reason prohibited by state or federal law.***

***This description has been prepared to assist in properly evaluating various classes of responsibilities, skills, working conditions, etc., present in the classification. It is intended to indicate the kinds of tasks and characteristic levels of work difficulty that will be required of positions that will be given this title. It is not intended as a complete list of specific duties and responsibilities. Nor is it intended to limit, or in any way modify the right of any supervisor to assign, direct and control the work of employees. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.***