

**PLEASANT DALE PARK DISTRICT  
JOB DESCRIPTION**

**JOB TITLE:** Birthday Party Staff

**DEPARTMENT:** Recreation

**SUPERVISION:** Reports to: Recreation Supervisor

**SUMMARY:**

Under the direction of the Recreation Supervisor, Birthday Party Staff will be responsible for assisting the Recreation Supervisor in the execution of scheduled parties. The Birthday Party Staff member is a part time “at will” employee and requires weekend hours.

**QUALIFICATIONS:**

The ideal candidate will be 16 years of age or older. He/she must possess a positive and friendly attitude and enjoy working with children. The candidate must have the ability to establish and maintain effective working relationships with employees, superiors, families, and the public. The candidate must be available to work weekends.

Birthday Party Staff must be CPR/AED and First Aid certified or ability to acquire within three months of hire. Training will be provided.

**REQUIRED SKILLS:**

Ability to talk in person and by telephone. Must have the ability to solve problems as they arise and be able to perform tasks without direct supervision.

**DUTIES & RESPONSIBILITIES:**

1. Responsible for the safety of participants
2. Assist with all tasks as designated by the Recreation Supervisor for birthday parties.
3. Adhere to Pleasant Dale Park District policies, procedures, and safety standards.
4. Supervise and lead group activities at parties as assigned.
5. Work cooperatively as a team member with all other staff members.
6. Monitor all equipment and supplies, ensuring items are returned to their home after use.
7. Assist with the end of party cleanup.
8. Other duties as assigned.

**PHYSICAL DEMANDS/WORK CONDITIONS:**

Ability to perform light physical work, lift and carry up to 40 pounds.

Ability to stand, walk, sit, ride, reach, grasp, and perform body movements and to keep up with active children at the party.

Must be able to stay mobile for the duration of work shift to ensure participant safety.

**SAFETY ISSUES:**

Actively support the loss control program that will effectively control and reduce accidents.

Obey the practical safety rules, regulations and procedures established by the loss control program that are pertinent to the activities conducted.

Promptly report to the Safety Coordinator all accidents and injuries occurring within the course of employment, no matter how minor.

Promptly report to the Safety Coordinator all unsafe actions, practices or conditions observed.

Accident report must be filled out for each incident.

*The Organization will provide equal opportunity to all employees and applicants for employment regardless of actual or perceived race (and traits associated with race including but not limited to hair texture and protective hairstyles), color, national origin, ancestry, citizenship status, work authorization status, age, religion, marital status, disability, sex, gender, pregnancy, sexual orientation, gender identity, military or veteran status, order of protection status, genetic information, or any other category protected by applicable law.*