



TOWN OF ROCKLAND

Recreation Department

JOB POSTING

Position Title:	Birthday Party Host	Department:	Recreation
Reports To:	Recreation Director	Hrs/Week:	Up to 15 hrs.
Schedule:	Weekend & School Vacation	Rate of Pay:	\$18.00 per hour
Posting Date:	April 3, 2023	Closing Date:	Until filled

Summary: The Birthday Party Host/Hostess, under the direction of the Recreation Director, is responsible for creating a fun, safe and enjoyable Birthday Party experience for guests as well as setting up and cleaning up before and after the event. They will perform duties in a manner consistent with the stated values of the Rockland Recreation Department.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- 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 proper person.
- May be needed to open, close and secure the building.
- Communicate program information or needs to the participants, parents, and/or community members.
- Share general department operational knowledge with the public, for example, provide information about programs or how to register for a program.
- Clear snow and salt from walkway areas when necessary.
- 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 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 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 such as medical, weather, fire or security issues.
- Communicate all pertinent program information such as 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 departmental training and in-services.
- Other duties as assigned by immediate supervisor or department administrator.

Qualifications:

- Individuals must be at least 18 years of age.
- Must have experience working with children and teenagers.
- Must be able to communicate clearly and concisely with children, teenagers and adults.

Application Procedure:

Candidates must complete an application found under employment at www.rockland-ma.gov and submit to The Rockland Recreation Department at Rocklandrecreation@rockland-ma.gov.