



# westside

*A place to play....and work!*

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Westside Recreation Centre

2000–69 Street SW, Calgary, Alberta

work@westsiderec.com

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## **POSITION TITLE:      Birthday Party Host**

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### **WHO IS WESTSIDE:**

Westside Recreation Centre is a world-class facility based on a lifestyle and wellness concept. Since 2000, we have been providing families with a fun, healthy and affordable environment with world class activities, including a hockey and skating facility, fitness centre, gymnasium and an aquatic park.

### **BENEFITS OF BEING AT WESTSIDE:**

- Competitive wages & benefits
  - Close proximity to West LRT line
  - Use of Recreation Facility
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### **POSITION DESCRIPTION:**

A Birthday party Host is the first point of contact for patrons celebrating their birthdays and special events at Westside. This hands-on position will greet, direct and assist party goers and is responsible for the set-up, take down and cleaning of all party rooms. This position also ensures guests follow Westside's policies and procedures during their time with us.

#### **Responsibilities:**

- Greet, direct and assist birthday party members throughout the duration of parties and/or events
- Check-in for all birthday parties and events
- Direct participants to activity locations
- Assist with the individual parties as needed (hand out cake, help decorate etc.)
- To assist with the set-up and take-down, as well as general maintenance of equipment and the facility
- Cleaning of tables, chairs and party rooms
- To ensure the safety of facility patrons and party attendees
- To be aware of emergency procedures (risk management)
- Mentor volunteers

#### **Administrative:**

- Attend any staff meetings/additional training
- Ensure all contracts and waivers have been signed
- Answer any public inquires and/or complaints
- Additional administrative duties as required

#### **Risk Management:**

- Complete Incident Report Forms as required
- Maintain activity areas and equipment to ensure cleanliness and safety
- Perform first aid as required

### **QUALIFICATIONS**

- Current Standard First Aid/CPR/AED certification
- High 5 is considered an asset
- Proof of Vaccination Required
- Must be at least 16 years of age

## SKILLS REQUIRED

- Ability to work in a large team environment
- Ability to work independently
- Ability to lead large groups
- Good customer service skills
- Good communication and problem-solving skills
- Good planning and organizational skills

## PHYSICAL/PSYCHOLOGICAL DEMANDS

- Ability to work in a fast-paced noisy environment
- Ability to work inside as well as outside when required
- Ability to lift 20-25 lbs on a daily basis
- The successful candidate must hold high ethical standards as they are working with a vulnerable population and has access to confidential information
- Remote working not available for this position

## EMPLOYMENT TERM

- Friday Evenings, Saturdays and Sundays daytime
- Variable hours and shifts available

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## CLOSING DATE:

**April 15, 2022**

\*Interviews may start prior to closing date

## EMAIL YOUR RESUME:

work@westsiderec.com

We thank all applicants for their interest, however only those candidates to be interviewed will be contacted. Westside Regional Recreation Society believes in equal opportunities and is a non-smoking environment. All positions have a screening process that includes interviews, references, security, and employment history checks. This position has been deemed to be safety sensitive and is subject to post-incident drug and alcohol testing.