**ESQUIMALT** Position No.: 3056

**POSITION DESCRIPTION** Effective Date: 15 March 1995

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| **Position Title:** | Birthday Party Host |
| **Department/Division/Section:** | Parks and Recreation/Recreation |
| **POSITION FUNCTION**Host birthday parties for children. |
| **KEY DUTIES**Set up birthday room, tables and settings for children according to information on birthday party form; decorate room; supervise the bouncy castle; help parents serve food; interact with children and play games if time permits; clean party room, clean and put away dishes; identify party supplies needed. Greet children and parents.Perform related duties where qualified. |

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| **INDEPENDENCE**Work is generated by party request forms and performed according to established routine.Work is reviewed by supervisor.Issues such as required supplies are referred to supervisor. |

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| **WORKING CONDITIONS**  |
| **Physical Effort:** Normal.**Mental Effort:** Normal.**Visual/Auditory Effort:** Normal.**Work Environment:** Party room. |

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| **KEY SKILLS AND ABILITIES** Deal with the public in a courteous and tactful manner.Understand and discuss job related matters.  |

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| **QUALIFICATIONS**  |
| **Formal Education, Training and Occupational Certification:** Partial High School.**Experience:** Not required. |
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| **OTHER:**Length of time to become familiar with job duties and responsibilities: varied, depending on qualifications.May be requested to substitute in a more senior position. |