PHILADELPHIA FREEDOM VALLEY
JOB DESCRIPTION

JOB TITLE: Party Leader  
LEVEL: 5  
SUPERVISOR:  
DATE:  

JOB CODE: 3200P  
FLSA STATUS: Non-exempt  
LOCATION:  

POSITION PURPOSE
The Party Leader is responsible for ensuring a safe, clean and enjoyable party environment for YMCA members and rental participants; ensuring the safety of all individuals in the party area during the rental, providing age and ability appropriate games and activities and enforcing all party rules; providing excellent customer service through room set up and clean up, planning for age appropriate activities, and assisting the renter in any way needed.

ESSENTIAL FUNCTIONS
- Ensure safety and prevent injuries by supervising rental participants.
- Set up party room.
- Conduct rental in accordance with YMCA standards.
- Monitor all rental participants and provide age appropriate games and activities.
- Serve as a liaison between rental participants and Aquatic Director to maintain open communication.
- Report to work on time in accordance with the schedule.
- Clean all rental areas when rental is completed.
- Accurately complete attendance records, incident reports, program evaluations, etc.
- Conduct rental in appropriate area of pool, gym, and FAC in accordance with established rules and guidelines for safety.
- Monitor rental participants to assure responsible and proper use of equipment.
- Monitor rental participants for any signs of distress and respond immediately.
- Maintain knowledge of Association policies and procedures, risk management, safety practices and applicable laws.
- Lead by example at all times. Interact with a high level of professionalism and accountability.
- Attend staff meetings and trainings as required.
- Perform other duties as assigned.

OTHER DUTIES AND RESPONSIBILITIES
- All Philadelphia Freedom Valley YMCA Staff is responsible for the following:
  - Maintaining a clean, well-groomed appearance while on duty and keeping in compliance with the Association and Department Dress Code Policy
  - A continued commitment to member satisfaction by ensuring excellent Member Experience
  - Maintaining the safety of all members and staff by identifying and correcting risk situations, writing incident reports, etc.
  - Ensuring the overall cleanliness of the facility
  - A commitment to Diversity and Inclusion
  - Keeping the children in the care of the PFVY and participating in programming within the branches safe from harm and reporting signs and suspicions of abuse when necessary to the requisite state agency
ENVIRONMENTAL CONDITIONS
Exposure to high levels of noise, occasional exposure to weather

PHYSICAL REQUIREMENTS
Ability to express or exchange ideas by means of spoken word to impart oral information and to convey detailed, spoken instructions to staff, members, children, and volunteers accurately, quickly, and loudly; ability to perceive the nature of sounds by ear; ability to lift and carry 50–75 pounds; ability to move about on foot quickly; ability to stoop, kneel, crouching and crawl; ability to clearly see at 20 inches or less and 20 feet or more

REQUIREMENTS

- Must be at least 16 years of age with some experience working with children
- Possess excellent communication skills
- Exhibit strong leadership skills; possess a passion for member service, building and maintaining a culture of member service excellence
- Acquire and maintain the following certifications:
  - CPR Pro/AED/O2 (valid 2 years unless otherwise noted)
  - First Aid (valid 2 years unless otherwise noted)
  - Requisite Redwoods Online Trainings (valid 2 years unless otherwise noted)

OTHER
At the YMCA we value the following attributes in personal character and behavior and believe that they are essential to attaining our mission:

- CARING
  Showing a sincere concern for others.
- HONESTY
  Be truthful in what you say and do.
- RESPECT
  Follow the Golden Rule.
- RESPONSIBILITY
  Be accountable for your promises and actions.

OUR MISSION
To translate the principles of the YMCA’s Christian heritage into programs that nurture children, strengthen families, build strong communities and develop healthy minds, bodies and spirits for all.

Employee Name: _______________________

Signature: ______________________  Date: ______________

Supervisor: _______________________

The Philadelphia Freedom Valley YMCA is an equal opportunity employer. The Y considers all applicants for employment without regard to race, color, religion, sex, national origin, age, physical or mental disability, or status as a Vietnam-era or special disabled veteran or other protected classification and in accordance with applicable laws.