

## **POSITION TITLE:** Birthday Party Volunteer

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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:**

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

Birthday Party Volunteers assist staff by greeting and assisting party goers throughout the facility. Volunteers also help with the set-up, take down, and cleaning of party rooms. Other responsibilities include:

- Assist with the individual parties as needed (escort guests, hand out cake, help decorate etc.).
- Assist staff in leading activities
- Assist with general maintenance of the facility and equipment.
- To ensure the safety of facility patrons and party attendees.
- To be aware of safety and emergency procedures.
- Perform general cleaning tasks such as wiping surfaces, sweeping floors, and stacking chairs.
- Be enthusiastic and welcoming!

### **WORK TERM:**

- January – March.
- Friday evenings, Saturdays, and Sundays.
- 2 shifts/week. Shifts are approx. 3 hours long.

### **QUALIFICATIONS/ SKILLS REQUIRED:**

- Between 13 and 17 years of age.
  - Completion of minimum of Emergency First Aid & CPR/AED level C.
  - Completion of New Volunteer Training provided by Westside.
  - Completion of Birthday Party Training provided by Westside.
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**CLOSING DATE:** Open until position has been filled.

**TO APPLY:** Please fill out the online application.

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.