

Activities Host

Part Time Seasonal

Reporting Relationship: Reports to manager on duty. Coordinates with Christiana Hebel, owner.

Essential Functions & Responsibilities: You will need to have good people skills, a positive attitude, and the ability to enthusiastically bring people together to enjoy a craft, game or activity. Your responsibilities will include:

- Learning about the activity before it needs hosting.
- Anticipating possible issues and adapting to them.
- Demonstrating how the game is played, the craft is assembled or the activity is engaged.
- Help with other areas if needed such as crafts, activities, etc.
- Greeting participants with kindness and energy, thanking them for their participation, encouraging them throughout the activity. Answering questions and hands on help when needed.
- Participants may be children and their parents or just children. Some teens or young people or adults may participate in various activities.

Education & Experience: Must be at least 21 years old. Experience as teachers, camp counselors or park district activities hosts would be helpful.

Skills & Knowledge:

- Must be a people person, have good verbal communications skills, friendly, polite, service minded.
- Must be flexible and open to changes in procedures.
- Ability to work thoroughly and quickly under pressure.

Language Skills: Ability to verbally communicate with customers and employees of Fish Lake Beach Inc. in an upbeat, calm and polite manner-absent of cursing, slang or disrespectful tone.

Reasoning Ability: Ability to apply common sense understanding to carry out instructions furnished in written or verbal form. The ability to deal with the occasional unreasonable participant in a polite manner.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Sometimes required to walk on paved and unpaved surfaces outdoors.
- Regularly stands much of the shift.
- Frequently moves boxes, bundles of firewood, retail stock, bags of ice, outward and above the shoulder for extended periods of time to a maximum height of 6 feet.
- Employee must be able to lift and move 25lbs.
- Employee is frequently required to speak, hear and interact with employees and customers.
- Employee must be able to visually inspect the campground and make visual observations.

Work Environment: The work environment characteristics described here are representative of those a clerk encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Employees are expected to arrive on time and be ready to work.
- Employees must use timeclock. Employees can break for lunch, without punching out if they stay in the store.
- Staff shirts are required and are provided by Fish Lake Beach. Shirts may be worn with slacks, jeans, or shorts. Clothing must be clean and presentable.
- Personal cell phone usage must be kept at a minimum. No cell phone usage when working. You may check your cell phone during your break and must be done in the back room, not in front of customers.

Part Time Seasonal Employment: If hired, you'll be expected to work all shifts. There are not other Fish Lake Beach staff members that can fill in for the Activities Host.

Shifts Needed: Every Saturday from 10am-3pm June, July, August 2023

I have read and understand the job description for this position. I also understand that I must be able to perform the Essential Functions and Responsibilities stated in this description.

Employee Signature: _____ **Date:** _____ **Print Name:** _____

Senior Manager/Owner Signature: _____ **Date:** _____