

WHANGANUI BOYS AND GIRLS GYM CLUB

BIRTHDAY PARTY HOST



JOB DESCRIPTION

REPORTS TO	<i>Operations Manager of the WBGGC</i>
LOCATION	Wanganui Boys and Girls Gym Club
HOURS OF WORK	Casual hours when party's are booked in Saturday party's can be 11am to 5.30pm Sunday party's can be 10am to 5pm <i>This position requires flexible working hours</i>
KEY INTERNAL RELATIONSHIPS	<ul style="list-style-type: none"> • Manager/Administration • Staff/Volunteers
KEY EXTERNAL RELATIONSHIPS	<ul style="list-style-type: none"> • The community

ABOUT WANGANUI BOYS AND GIRLS GYM CLUB

The Wanganui Boys & Girls Gym Club is a non profit charitable organisation, established in 1957. Today we have over 450 regular gymnast members and around 850 users each week. We are affiliated with Gymnastics New Zealand along with almost two hundred other gymnastics clubs across New Zealand. We provide gymnastics sessions not only for the super talented kids of Wanganui and beyond, but for everyone who wants to have a go. Some of the classes we run are:

- Recreational artistic gymnastics
- Men's artistic competitive
- Pre-school (from 18months)
- Trampoline
- School groups
- Women's artistic competitive
- Tumbling
- Sports aerobics (competitive)
- Unique classes
- Early childhood groups

We aim to provide a class for each individual's talents maintaining a safe and happy environment for each person to challenge themselves, and we always strive to improve.

We have a team of dedicated staff, coaches, and volunteers who make the club a great place to be whether it be during the week in our sessions or at one of our annual events or competitions.

The Club also has a 10-room sports accommodation wing, which can accommodate 40 people and is attached to our main facility, available for hire. We host birthday parties each weekend and our Sports Holiday program (OSCAR) for 5 to 13 years runs through each school holiday - we really do have something for everyone here at our club.

Vision:

To enrich young lives through quality gymnastics delivery, enhancing movement skills, personal development and athletic ability

Direction and focus for the club:

To grow the club sustainably by developing people and systems that will provide a legacy for both the club and Wanganui

PURPOSE OF ROLE

The WBGGC Birthday party host prepares the gym for the arrival of families/whanau that have booked a birthday party time, greets them on arrival and supports the family/whanau with guidance throughout the two hour duration of their party celebration.

You will be committed to overseeing a fun, positive birthday party experience for whanau/families whilst ensuring the safe use of the gym club equipment.

BIRTHDAY HOST KEY AREAS OF RESPONSIBILITY

- Arriving 30 minutes prior to the first birthday party of the day to prepare the Gym Club for the arrival of birthday groups
- Greet the birthday party group on arrival and show them where everything is that they will need.
- Overseeing safe use of all gym club equipment.
- Guiding the birthday group with time management to depart the gym club at the correct time so as not to run late into the next birthday party time.
- Running fun gym club games if requested by the birthday family/whanau.
- Receiving the final payment at the end of each birthday party. (eftpos or cash)
- Checking the kitchen, café and toilet area's are clean between each birthday party booking.
- Assist the smooth running and positive experience of a birthday party held at the WBGGC.
- Up hold the great reputation of booking and hosting a birthday party at the WBGGC.
- Leaving the Gym Club clean and tidy at the end of each day.
- Securing and alarming the Gym Club before leaving the premises.

Birthday party hosts are required to attend meetings from time to time when requested to keep up with the Health and Safety requirements expected of all staff employed by WBGGC.

To apply for this position please send your CV and cover letter to:

manager@whanganuigymclub.co.nz

For any queries please call Whanganui boys and girls' gym club after 12pm 06 3458670

