

VIRGINIA BEACH FIELD HOUSE

Job Description



| | |
|-------------------|----------------------------|
| Job Title | Youth Services Staff |
| Department | Youth Services |
| Location | Virginia Beach, VA |
| Reports to | Director of Youth Services |

| | | | |
|-------|--|--------|--|
| Level | Type of position: | Travel | Amount Required: |
| | <input type="checkbox"/> Full-time <input checked="" type="checkbox"/> Part-time <input type="checkbox"/> Seasonal <input type="checkbox"/> Temporary | | <input checked="" type="checkbox"/> None <input type="checkbox"/> Minimal <input type="checkbox"/> 25%-50% <input type="checkbox"/> 50% or more |
| Grade | <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt | | |

JOB DESCRIPTION

The Youth Services Staff is responsible for safety and guest satisfaction in the Funzone, Arcade, and during Virginia Beach Field House parties. The Youth Services Staff reports directly to the Director of Youth Service.

RESPONSIBILITIES

Birthday Party Host Tasks

- Prepare party room and fields/courts prior to the start of party with all necessary supplies (i.e.-sports equipment, plates, napkins, etc.)
- Ensure party has been paid in full prior to the start of party
- Communicate with the kitchen regarding food orders
- Communicate effectively with parents regarding activities, party as well as any preferred changes
- Assist and communicate with fellow Youth Service Staff
- Lead activities on the fields/courts while maintaining high energy, focus and attention of participants
- Ensure the kids actively participate and are having fun
- Deliver and serve food and beverages
- Clean party room and fields/courts in a timely manner
- Complete special projects and daily assignments as directed by Director of Youth Services

Funzone / Arcade Tasks

- Supervise children and enforce Field House rules
- Make sure the area is safe for children to play
- Process payments and manage money
- Clean the Funzone and Arcade area
- Complete special projects and daily assignments as directed by Director of Youth Services

REQUIREMENTS

- Requires good communication skills
- Must display Leadership skills
- Excellent guest service skills
- Good organizational skills
- Ability to maintain focus in a high-volume, fast-paced environment
- Must be able to handle difficult situations
- Ability to multi-task
- Ability to prioritize
- Must be able to work well in a group setting
- Must be creative
- Must have good time management skills
- Must be able to work and communicate effectively with both children and adults
- Must have a basic understanding and knowledge of sports
- Must be able to work nights, weekends, and holidays as needed

Physical Requirements

- Must be able climb, crawl, jump, kneel, run, sit, stand, and/or walk for the duration of the shift (8 or more hours)

