



VACANCY ANNOUNCEMENT

Job Title:	Party Attendant
Closing Date:	Open until Filled
Salary:	\$20.00 per scheduled event
Job Type:	Part-time as needed per scheduling
Department:	Parks & Recreation – The Station at Central Park

JOB SUMMARY AND ESSENTIAL JOB FUNCTIONS

Looking for a qualified individual who interacts well with patrons visiting The Station at Central Park. This person will be in charge of setting up, breaking down and cleaning of activity room rentals/parties. This person will also be enforcing safety regulations and rules of the facility during rentals. Candidates need to have good organization skills, be outgoing, comfortable and be able to speak to small and large groups.

Previous experience with children and/or teaching a plus but not necessary.

Customer service driven and self-motivated. Must be able to work nights and weekends.

EDUCATION AND EXPERIENCE

High School education or equivalent preferred.

In depth knowledge of related field. Relevant experience preferred.

First Aid, CPR/AED certification or ability to obtain within first 6 months of employment is required.

ALL APPLICANTS MUST COMPLETE AN APPLICATION

Return completed application to Moore City Hall. Selected applicant must pass background investigation, drug screen and supply a current driving record.

City of Moore is an Equal Opportunity Employer