



Job Description

Job title	Special Events Host
Reports to	Special Events Team Leader

Job purpose

- Special Events Hosts help create a pleasant and inviting atmosphere for event guests and attendees by greeting and providing direction and information. You will also have the opportunity work in house events hosted by the Corpus Christi Athletic Club. This job can involve working long hours, standing and walking for extended periods of time.

Duties and responsibilities

- Provide a fun and safe environment for children & adults.
- Required to work weekends.
- Arrive at least 30-45 minutes before scheduled party time to handle all pre-party duties.
- Monitor children at all times.
- Entertain & play with the children.
- Serve food & drink during the party.
- Keep party on track and follow the schedule and time.
- Clean up designated party areas.
- Collect payment for the party/events.

Qualifications

Qualifications include:

- 16 years or older.
- CPR/First Aid certified.
- Exceptional customer service skills.
- Patience and desire to work with children/ adults.
- Positive attitude & fun energy.
- Ability to work as a team player and cooperate with fellow employees.

Working conditions

Special Events Hosts must have a flexible weekend schedule and be open to work weekends and weekdays as needed. Friday 4:00pm-9:00pm, and/ or Saturday & Sunday 10:00am-8:00pm.

Physical requirements

Special Events hosts must be able to perform duties quickly, and with a friendly appearance during a party. Host may be required to lift some heavy items and be on feet for long periods of time.

Direct reports

Special Events Team Leader, and/or Assistant Manager, and/or General Manager