

Birthday Party Worker Guidelines

- All gymnasts must attend a training session and observe another party prior to being permitted to work a party of their own. Please contact Mary Niedzwiecki for training. mniedzwiecki@roswellgov.com
- **Gymnasts must be 15 years old or over to work parties without a parent**, however, no two 15 year olds may work in conjunction with one another on the floor. Gymnasts 14 years old or younger may not be on the floor without a parent being actively involved on the party floor nor may they be at the counter. All workers must report 30 minutes prior to party start times. Each floor party worker will receive \$65 per party (to be deposited in her optional account). Tips must be divided equally.
- Counter Worker positions may be filled by a staff member, parent of gymnast, or a **15 year old or older gymnast**. Counter workers receive \$40 per party and are required to report 30 minutes prior to the start time of the party.
- The Birthday Party Scheduler (Mary) is responsible for distributing work requests forms with ample time for them to be returned by an indicated deadline.
- Gymnasts/parents are to submit work request forms by deadline to Mary and she will produce a worker schedule by date. Any changes/substitutes must be reported to Mary with the name of the substitute. Mary is the only one allowed to record changes in the master book.
- Every Monday morning, parties not booked two weeks in advance will be canceled by Mary. Mary will put out an email confirmation of the schedule. Gymnasts/parents are responsible for calling the gym to confirm their participation.
- Gymnasts and Parents represent the Roswell Recreation program. Tardiness is not permitted. Workers must dress according to staff policy. Gym safety rules must be enforced. Comment cards will now be given out to party participants. Supervisors reserve the discretion to remove anyone from the right to work parties.

Party Workers responsibilities:

- Arrive 30 minutes prior to start time: set up - obstacle course, tables, table cloths, balloons and decorations and greet participant and help unload car
- Verify that a t-shirt (birthday child only) /medals (all party participants) are ready for distribution
- Assist party participant with bringing stuff to their car after party
- Clean up after the party- vacuum, trash. Tables and chairs broken down and put away (if last party of weekend)
- Working the party- including obstacle course, moon walk, etc.
- Helping to cut and serve cake and record gifts received (if they would like to open them) during the party time.
- Submitting all work requests on time, arranging own subs when needed and report to Booster party scheduler, and notifying the party scheduler if they feel they need to be scheduled more frequently, etc.
- Notify supervisor (Lorenzo) of any accidents (accident report completed) or problems that occurred during the party.

Counter Workers responsibilities:

-Responsible for setting up table at front and collecting waivers as each gymnast enters the building- puts these waivers in birthday party drop box once collected

-Collect the balance money owed and the completed birthday party weekend report. The master copy of the weekend report is to remain in the Master book at all times. The counter worker that works the last party of the weekend must make a copy of the party weekend report and place it in the birthday party box with the money. Money should remain in the building until the Optional Account manager picks it up.

-Letting supervisor (Lorenzo) know if the t-shirts/medals are running low by checking the proper box on the weekend report

-Distributing comment questionnaire to party participant and collecting it at the end of the party