**Company Information**

**Organization Name:** The Dunk Tank Company

**FLSA Status:** Non-exempt

**Prepared Date:** 3/1/25

**Hiring Manager Job Title:** Owner

**Job Level:** Individual Contributor

**Employment Status:** Part-time Hourly

**Primary Location:** MI

## Position Summary

As a party princess you will entertain children at birthday parties and events, engaging in activities like posing for photos, leading games, singing, dancing and storytelling, all while staying in character as a beloved princess. In addition, you are responsible for monitoring company equipment, ex. Inflatables, safety and capacity usage for equipment.

## Essential Duties and Responsibilities

The essential functions include, but are not limited to the following:

* In Character engagement – Maintain a consistent and enthusiastic persona as a princess, interacting with children and parents in a friendly and engaging manner.
* Activity Leadership – Lead age-appropriate activities such as games, crafts, face painting, singing, dancing, and storytelling.
* Photo Opportunities – Pose for photos with guest and ensure a positive and memorable experience for everyone.
* Event Set up, Maintenance and Clean-Up – Assist with setting up, monitoring and cleaning up the party area, ensuring a smooth and organized event.
* Customer Service – Provide excellent customer service, ensuring the event runs smoothly and that all guests have a positive experience. This may include selling snacks, beverages, cotton candy, etc.
* Adaptability – Be able to adapt to different party themes and scenarios, improvising as needed to keep the children entertained.
* Safety – Ensure the safety of the children and the guests during all activities. This includes monitoring inflatable equipment and guest usage levels.
* Communication – Communicate effectively with party organizers and other staff members to ensure a smooth and successful event.

## Minimum Qualifications (Knowledge, Skills, and Abilities)

* High School Diploma or equivalent (GED)
* Ability to follow rules and guidelines outlined in company’s employee handbook.
* Must have a strong customer service skills and have the ability to build relationships.
* Must have excellent verbal, written, and interpersonal communication skills and a pleasant can do attitude.

## Physical Demands and Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or fingers; handle or feel objects, tools, or controls. The employee is occasionally required to stand; walk; sit; reach with hands and arms. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this position include close vision, distance vision, peripheral vision, and the ability to adjust focus. The noise level in the work environment is usually moderate.

## Note

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

Reviewed with employee by

Signature: Name (print):

Title: Date:

Received and accepted by

Signature: Name (print):

Title: Date:

The company is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.