<u>Attractions Intern</u>	<u>Attractions</u>
Job Title	Division
Job Class	S Grade
Attractions Supervisor_	January 2013
Reports to	Date

DOLLYWOOD POSITION DESCRIPTION

I. Job duties position exists to perform:

- Serving as a Front Line Host and Assistant Team Lead at ride, parking and front gate operations
- 2. Participating in safety meetings
- 3. Participating in Team Leader meetings
- 4. Learning scheduling procedures
- 5. Learning time keeping procedures
- 6. Learning performance review procedures
- 7. Assisting with written communications
- 8. Assisting with creating and implementing improvements in safety, guest excellence, profit contribution and job satisfaction
- 9. Assisting with Admissions & Attractions' team projects including surveys, appreciation events, team outings and company party
- 10. Assisting Admissions & Attractions Supervisors with various tasks
- 11. Completing one project benefiting at least one Admissions & Attractions area as determined by management
- 12. Management reserves the right to change and/or add to these duties

II. Educational/Experience/Skill requirements:

- 1. 18 years of age or older
- 2. Able to memorize written safety procedures
- 3. Must be enrolled in a college degree program that will allow the above experiences to count as an internship for credit.
- 4. Must be proficient with Microsoft Word, Excel, and Power Point
- 5. Able to type at least 35 wpm
- 6. Reading, writing and math skills necessary to:
 - -take messages, professionally communicate in writing
 - -contribute to written team communications
 - -add, subtract, multiply, divide, calculate make change and operate a register
 - -analyze statistical information
- 7. Valid TN driver's license and proof of personal liability insurance according to state law

III. Personality/Attitude requirements:

- 1. Alert/Attentive.
- 2. Enjoy working with people of varied ages, experiences, and education levels.
- 3. Must have positive and enthusiastic attitude towards job, tasks, coworker, other hosts and guests.
- 4. Professional appearance and excellent hygiene.
- 5. Professional demeanor, mature, focused and articulate.
- 6. Willing to accept changes in work schedule and work assignments
- 7. Able to maintain required attendance.
- 8. Self-motivated, able to deal with fast paced, stressful environment.

IV. Essential functions absolutely necessary to perform job duties:

- 1. Stand/Sit for long periods of time
- 2. Able to walk quickly, kneel, twist, reach and bend
- 3. Depth perception, seeing near and far
- 4. Hearing, listening and speaking clearly
- 5. Operate ride controls/control panel
- 6. Able to operate fire extinguisher
- 7. Must be able to think clearly and react quickly and calmly to changing situations
- 8. Able to move about and react quickly in emergency situations
- 9. Must be able to learn quickly and be multi-tasking
- 10. Able to tolerate all outdoor elements wind, rain, high/low humidity, direct sun, temperatures from 25 F 110 F
- 11. Able to tolerate noise
- 12. Able to tolerate heights
- 13. Able to climb steps and has good balance
- 14. Able to make sound decisions
- 15. Ability to lift and carry up to 30 pounds
- 16. Manual dexterity
- 17. Analyzing and remembering information
- 18. Tolerate approved exposure levels of various chemicals found in cleaning solvents