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# Example of Activities Director Job Description

Our innovative and growing company is looking to fill the role of activities director. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for activities director

* Lead a Student Affairs and Partners Calendar Committee to assess student programs and events in a more strategic approach
* Serve as the primary advisor to the Student Government Association
* Serve as the point person and implement large-scale events
* Serve and Chair various campus-wide committees as necessary and appropriate
* Serve as a primary advisor and resource person to student organization and campus programming (approx
* Lead and develop up to 50 employees including assistant manager, supervisors, and interns
* Managing contracted outside vendors
* Maintaining the annual budget for the Resort Activities department
* Maintaining the annual activity schedule
* Create and manage energizing holiday events and enhanced holiday activities

## Qualifications for activities director

* Organizing , managing, and customizing private activities for groups and conventions when contracted
* Responsible for the overall operation of the Resort Activities & Kid’s Club department (including
* Review, coordinate and manage special event programming as assigned by the Hotel Manager
* Work closely with other departments (Conference Services, Food & Beverage, Rooms, Public Relations, Grounds, ) to create resort animation & programming
* Serve and participate on university committees as assigned or designated
* Other duties as assigned by the Associate Dean of Student Affairs