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# Example of Activities Director Job Description

Our growing company is looking for an activities director. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for activities director

* Provide vision for and support of all student organizations within Music Activities
* Plans and implements an activities calendar each month, which includes life skills, education and recreational programming daily
* Coordinate the transportation of residents to and from events outside of the residence, which may include driving a residence motor vehicle
* Advises recognized undergraduate student organizations to assist with their programming
* Co-advises Eastman undergraduate and graduate students' associations and recognized student organizations
* Develops and plans, with and for students, smaller regularly occurring on- and off-campus events throughout the academic year
* Assists and advises students in planning and managing larger monthly traditional, annual, community building events such as Welcome Weekend, Boo Blast, Spooktacular, Winter Ball, Spring Fling, and Senior Week
* Oversees and manages the annual Eastman Family Weekend, including but not limited to event development, planning, and management, online registration, communications, publicity, and promotions
* Works with the Residential Life office to provide programming for Summer @ Eastman students
* Provides on-site supervision of events and activities, occasionally during evenings and weekends

## Qualifications for activities director

* Two - Five years experience preferred, in development and implementation of resident activities program
* Experience with geriatric population preferred
* Understanding of the psychosocial aspects of aging
* Familiarity with appropriate State, Federal and JCAHO guidelines
* Supervision and development of a robust collection of student performance groups, currently including the University Band (supporting football and basketball concert band)
* Background in music education and experience in arts performance