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# Example of Activities Manager Job Description

Our company is growing rapidly and is hiring for an activities manager. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for activities manager

* Manage capital projects in conjunction with mountain planning staff and design and construction team
* In conjunction with manufacturers and the resort Health and Safety team, develop and maintain the training programs for all staff related to daily operations and emergency response that meets all applicable codes and regulations
* Responsible for Issue to Prevention process execution (I2P)
* Monitor quality performance and provide guidance to other teams on I2P processes in order to increase customer satisfaction and to make sure the company is working as effectively as possible
* Focus on Customer satisfaction as the primary driver of continuous improvement initiatives
* Prepare and carry out tendering prepare and negotiate contracts including contract management
* Develop and execute a sales plan to meet and/or exceed NMAA Sports Properties annual revenue goals
* Identify potential sponsors for NMAA Sports Properties
* Lead person with all major clients and senior liaison to the NMAA Sports Properties
* Oversee client contract fulfillment, execution and review

## Qualifications for activities manager

* Must hold US Passport
* 3 Years previous experience in Product Sales Management
* Experience managing in the recreation/vacation/leisure industry
* 8 or more years resort/park operations experience - Required
* Familiarity with CPTSB, OSHA, ASTM, ACCT and other regulatory agencies - Desired
* One year experience teaching or working in a children’s program (preferred)