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# Example of Activities Job Description

Our innovative and growing company is hiring for an activities. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for activities

* Helps maintain ‘one team’, where the different school departments liaise and interact effectively
* You will verify invoices and accounts regarding activities
* Working with the Heads of Faculty to help deliver the school’s commitment to intellectual and cultural enrichment (a major strength of the school)
* Organising school trips/outings and transport to the theatre, sports hall, museums, concerts
* Weekly updates for blog, Instagram, and Facebook
* Occasional related duties
* Plan and schedule all the events for our 300 site campground
* Coordinate and participate in all of the functions that occur, which includes but is not limited to, holiday parties, fundraisers, variety shows, blood drives, and flu vaccinations
* Prepare daily, weekly and monthly activity , gather information for articles
* Develop and maintain positive relationships with staff, physicians, patients and family members

## Qualifications for activities

* Bachelor's degree in Therapeutic Recreation, Music Therapy, or related field
* Experience with adult population, preferred
* 3-5 years experience planning events or as Activities Director required
* Must have a valid Smart Serve certification
* Bachelor’s Degree in therapeutic recreation or equivalent training/experience
* Possesses knowledge of policies in the Harbor Family Handbook