Downloaded from <https://www.velvetjobs.com/job-descriptions/activity>

# Example of Activity Job Description

Our innovative and growing company is looking to fill the role of activity. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for activity

* Collaborates with the interdisciplinary team to identify and implement meaningful group activities, both on-site and in the community, with focus on emphasizing the individual’s preferences and individuality
* Maintains and continuously amends curriculum binders for each classroom to ensure that varied and age appropriate activities are planned and conducted for individuals served
* Weekly student intakes, graduations and orientation walks
* Develop and execute facility plans and schedules for receipt, storage, packaging and distribution of products and raw materials produced and used in EXP
* Manage raw material and product inventories and movements within SCO
* Act as production scheduling "gatekeeper", ensuring production plan is feasible given raw material, finished product, and storage constraints
* Process daily rail car shipments and work with Production Data Analyst (PDA) on resolving inventory discrepancies
* Coordinate tank truck loading and batch assignment
* Order miscellaneous raw materials
* Be an ambassador for the resort and a liaison for the guest

## Qualifications for activity

* Outings, , desired
* Lead large groups of international students on wide-range of after-school activities
* High School Diploma plus 1-2 years work experience (preferably in sales, customer service, hospitality or events)
* Must meet state/federal regulations if applicable
* Knowledge of the practical application of recreation service programs
* Must be able to relate positively and favorably to residents, families and to work cooperatively with other employees at all levels