



Example of Activities Coordinator Job Description

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

Responsibilities for activities coordinator

- Driving high levels of customer satisfaction as measured by standardized student evaluations forms
- Advising student ambassadors to provide input into activity offerings and foster school spirit
- Creating and supporting intramural clubs for long term students related to sports, special hobbies or professional/academic interests
- Share emergency phone on-call duties with other school staff on rotating basis
- Assist with other aspects of school administration as needed such as student safety/welfare, facilities, airport greeting, reception, host family recruitment and school sales
- Maintaining professionalism with the student while on activities and in the school
- Plan and schedule weekend and weekday events and activities for children and adults
- Prepare weekly schedule of events and activities for guest packets distributed by the Ranger Station
- Monitor and clean lodge
- Maintain open and professional communication with management, guests, and vendors

Qualifications for activities coordinator

- Remain professional and friendly in attitude at all times

- Experience working with volunteers highly desirable
- Experience in event planning highly desirable
- Ability to work on own initiative and seek out opportunities