



# Example of Activity Coordinator Job Description

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Our company is growing rapidly and is looking for an activity coordinator. 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 activity coordinator

- Plan, organize, and supervise afternoon and evening activity program for 2-3 Language Academies with assistance from the Dorm Head and other staff from each Academy
- Create a high-energy, dynamic program drawing on culturally relevant activities traditional summertime fun
- Design games and activities reaching a broad set of modalities including individual, team, movement, creative expressions, and the arts
- Encourage active participation of both students and staff in activities that promote cultural awareness and community building
- Mindful of, and proactive about, student safety and awareness of any medical conditions or unusual circumstances that may impact a student's ability to participate in the activities
- Utilize Academy policies and procedures to create a safe, supportive, rewarding environment for students and staff
- Consistently and accurately create and maintain activity calendar and contribute to the Academy blog
- Effectively order/inventory supplies through the Middlebury office for pre-season order and preparation
- Effectively train residential staff, clearly communicating goals and expectations
- Possess keen organizational skills for organizing and supervising special events (weekend events, Olympics, or any other events) and logistical

## Qualifications for activity coordinator

- Strong administrative skills to coordinate all the events on or off the campus
- Efficiently supervise packing up activity program equipment and supplies upon completion of the Academy
- Develop short and long term activity plans
- Ensure consistent application of plant rules, policies and procedures, incl
- A valid Washington State driver's license with a good driving record and have access to daily use of an insured reliable vehicle or an alternate ability to travel to sites as required
- Current certification in CPR or ability to be certified within 30 days of employment