



Example of Activity Director Job Description

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Our company is looking for an activity director. 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 director

- Assist Department Chairs and Program Directors in providing individualized faculty development plans for teaching effectiveness based on newly hired, intermediate, and more senior faculty
 - Serve on committees related to the position and serve as campus liaison in community and/or professional activities
 - Performs other related duties and participate in special projects as assigned
 - Plan an annual schedule of Lifetime Activity Program offerings
 - Develop program curriculum, including developing syllabi and calendars, and class policies and procedures
 - Develop common objectives related to physical activity, health, and wellness that will be customized for inclusion in individual lifetime activities
 - Implement a student grading and evaluation system that can be tailored to each course, including assessing class participation/attendance, activity knowledge, and skills
 - Recruit, hire, train, supervise, and evaluate graduate student and professional instructional staff to teach appropriate activities
 - Coordinate with on- and off-campus entities to secure and schedule facilities for Lifetime Activity offerings, and arrange transportation for off-campus activities
 - Develop and implement sound risk management practices for students and instructors based on best practices and industry standards
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- Relevant language skills with excellent written and spoken English
- Work independently with initiative to manage high volume work flow, ability to structure work of staff members
- Bachelor's required (Master's or higher preferred) in accounting, finance, business administration or related field is required
- 10+ years of relevant experience in administrative and financial management, including overseeing the finance and operations of equally large and complex projects
- Five or more years' experience working in a developing country
- Familiarity with USG rules and regulations for grants and contracts is required