



## Example of Activity Job Description

Powered by [www.VelvetJobs.com](http://www.VelvetJobs.com)

Our innovative and growing company is looking for an 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

- Ensure property and departmental booking SOPs are communicated to guest and enforced
- Conducts monthly maintenance checks in school to ensure that facilities are up to standard
- Maintains service records and contracts of facility upgrades and services performed in the school
- Liaises with service providers to ensure that all necessary maintenance of the school building is carried out
- Facilitate the development of multifunctional teams in regards to Royal Canin International business, such as new launches and lanes
- Coordinate the development of project timelines, identify key decision points and ensure successful execution
- Manage the creation and presentation of affiliate project gate documents with Brand Management Teams
- Conduct risk assessments and provide updates that ensure activity team alignment for project objectives and critical success factors
- Conduct timely post launch assessments and ensure key learnings are shared and implemented for future projects
- Maintain activity management system

### Qualifications for activity

- One (1) year as a full-time activities coordinator in a resident activities program or equivalent
- Basic understanding of computer technology, including email use\*Must be capable of maintaining regular attendance
- Dining/Feeding certification or Resident Attendant Program will be provided if needed
- Certification in Activity Coordinator preferred
- Must have minimum 2 years experience working with developmentally disabled adults including planning and conducting activities for this population