



# Example of Recreation Job Description

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Our innovative and growing company is looking for a recreation. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for recreation

- Prepare weekly newsletter, gather information for articles
- Maintain open and professional communication with community management, guests of the community, and vendors
- Deliver first class customer service to our guests
- Responsible for development of an activity schedule that includes daily, weekly and special events for guests of all ages
- Plan the complete details of each individual event including supplies, food service, volunteers, entertainment and staff support
- Production of a timely and detailed list of activities
- Promotion of planned events through the use of social media, signs, bulletin boards, staff members and welcome packs
- Provide qualitative and quantitative reports on the completion of activities, theme weekends and special events, including participant numbers, cost allocations, profit/loss, successes and recommendations for the future
- Survey and solicit guests to determine the recreation needs of guests
- Solicit volunteers to assist with recreation activities and events

## Qualifications for recreation

- Interact with client, fitness team and members
- Bachelor's degree from four-year college/university in Exercise Science, Recreation or related field
- Completion of an Associate's Degree in recreation/fine arts or a related human services field

- Oversees the Ski Concierge operations in the winter months and the pool operation in the summer months and acts as the manager on duty in the hotel when senior managers are not available
- Manage the Ski Concierge and Pool employees