

JOB DESCRIPTION

ACTIVITIES DIRECTOR This is a twelve-month part-time position.

FALLING WATERS ON DAVIS BLVD.

OBJECTIVE: It is an objective of Falling Waters that Activities be offered which are designed to enhance the enjoyment of our population. Falling Waters residents are given preference in participating in activities. Activities can be available to guests of Falling Waters residents if space is available.

These activities may take place within Falling Waters or be in the form of “outside programs or trips” such as local plays, concerts, restaurants, and other entertainment venues. Generally, these would be further divided (but not limited to) two types: First, regular programs such as game nights/days, meet and greets, etc. Second, special events such as holiday programs, in-house guest performances and parties. (It is noted that there may be certain programs of particular interest to men or woman and would be offered such that both have equal numbers of opportunities).

The frequency of regular programs will be determined by interest and typically offered weekly. Special event programs are suggested to be no less than one per month.

EXPECTATIONS: The Activities Director (AD), working with the Activities Committee, will identify new activities and events and will oversee them.

Job duties include, but at not limited to:

- Work to ensure that a vast variety of scheduled events are successfully completed throughout the year. • Produce a monthly calendar which names the activity, date and program location.
- Provide notice to Falling Waters population through the Falling Waters website, posting on Falling Waters bulletin boards, (including table sign up) or Association bulletin boards, etc.
- Assure the availability of resources including any materials, food, etc. **Note that at no time will FW purchase or provide any alcoholic beverages.**
- Work with the Member Center Supervisor, to reserve Clubhouse or other “in-house” space reservations to avoid conflict with other space reservations
- Manage the financial aspects of programs where FW funds are involved AND when special events require fees for tickets, special transport, meals, guest performances, etc.
- Provide monthly report to the Master Board (at the Master monthly meeting) of activities including number of participants, budget impact (if appropriate) or other relevant information. • Coordinate regularly with Activities Committee &/or Master Board Liaison person.
- Be flexible and a good team player. SPECIAL NOTE: The incumbent of this position shall be free to engage in activities other than as an agent of Falling Waters, if those activities do not conflict with Falling Waters programs. Examples would include planning weddings or other private events.

Deadline for Applications:

September 20, 2023