# Red River Community House

 **Activities Director Job Description**

The Red River Community House (RRCH) Activities Director develops, manages, and evaluates the summer activities and serves the Community House. This person is required to set a proper example through attitude, behavior, and appearance and must be protective of the reputation and traditions of the Community House. The Director reports to the Executive Committee of the Red River Community House Board of Trustees.

**Qualifications**

1. Experience in planning and implementing multidisciplinary activities for a variety of age groups, from small children to seniors.
2. Knowledge of modern management practices and principles of sound financial management.
3. Ability to effectively communicate verbally and in writing.
4. Well-developed computer skills, including publishing, design, and audio-visual capabilities.
5. Knowledge of the Red River area and the RRCH.
6. Certification in first aid and CPR (a class will be held during staff training for those who do not have this certification).
7. Available to start June 1 and to work until at least August 5.

**Expectations**

1. To be knowledgeable about and uphold RRCH policies.
2. To be familiar with, follow, and update the RRCH Procedure Manual.
3. To be familiar with the RRCH building and premises.
4. To delegate responsibility while maintaining oversight.
5. To establish and maintain effective working relationships with RRCH board members, patrons, and staff as well as community organizations and volunteers.
6. To identify and use the strengths of individual staff members and volunteers.
7. To prepare reasonable staff and volunteer schedules.
8. To develop and train backup leaders from among staff, board, and volunteers for all activities and thus avoid schedule cancellations.
9. To market the programs of the RRCH.
10. To be protective of the reputation and traditions of the RRCH.

**Desirable Qualities**

1. To be flexible.
2. To be self motivated.
3. To be able to motivate and inspire the staff.
4. To be able to deal with a variety of people, including guests, staff, community members, organizations, and the RRCH Board.

**Staff and Volunteer**

The Activities Director oversees paid and volunteer staffing for RRCH activities. Duties include ensuring that the following tasks are completed:

1. Recruit volunteers to assist program leaders, to lead programs, and to porch sit.
2. Supervise all staff.
3. Purchase staff shirts.
4. Prepare nametags for all staff and volunteers.
5. Hold personal evaluation sessions with each paid staff member early in his or her employment period and at least once around the middle of the employment period.
6. Hold an exit interview with each staff member at the end of his or her employment period.

**Training**

The Activities Director helps to ensure that training materials and opportunities are provided for staff and volunteers, including:

1. Prepare training materials for paid staff and volunteers.
2. Provide training before and during employment period.
3. Provide ongoing staff training at weekly staff meetings.
4. Train volunteers before service and at volunteer appreciation events.
5. Use appropriate circumstances as training opportunities.

**Building**

The Activities Director is overseer of building care and maintenance, which includes the following tasks:

1. Plan and oversee one or more workdays for volunteers and staff, usually shortly before the summer season begins.
2. Cleaning up after every activity.
3. Set up furniture for each activity, usually at the end of the preceding activity.
4. Clean and maintain the building and grounds.
5. Notifying the building committee of necessary repairs and building maintenance needs.

**Finance**

The Activities Director manages the budget for activities and supplies and notifies the board of unanticipated needs. Specific financial tasks include:

1. Prepare payroll information for the treasurer and distribute checks.
2. Collect, count, and secure donations and other monies.
3. Deliver monies to the RRCH treasurer in a timely manner.
4. Notify the treasurer of bills payable and invoices.
5. Secure board approval of in-kind donations such as furniture and equipment.
6. Manage the ordering of supplies.

**Marketing**

Regular marketing tasks overseen by the Activities Director include:

1. Prepare, print, and distribute the weekly RRCH summer calendar.
2. Keep accurate attendance records.
3. Display appropriate banners for each day’s events.
4. Prepare, print and post flyers for special events.
5. Evaluate and report on all summer activities (attendance, donations, budget).
6. Report contacts with potential donors to the Executive Committee.
7. Use relevant and appropriate social media skills.

**Work Schedule**

The Activities Director is expected to work as many hours as necessary to successfully perform the expectations of the job. Workdays may involve split schedules and days off will vary each week. Internship credit is possible depending on the student’s major.