# Red River Community House

 **Assistant Activities Director Job Description**

The Red River Community House (RRCH) Assistant Activities Director assists with all aspects of the operation of 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 Assistant Director reports to the Red River Community House Activities Director.

**Qualifications**

1. Experience in planning and implementing activities for a variety of age groups, from small children to seniors.
2. Knowledge of leadership practices and principles of sound financial management.
3. Ability to effectively communicate verbally and in writing.
4. Well-developed computer skills.
5. Knowledge of the Red River area and the RRCH is highly desirable.
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 and follow the RRCH Procedure Manual.
3. To be familiar with the RRCH building and premises.
4. To help prepare staff and volunteer schedules.
5. To market the programs of the Community House.
6. To lead a variety of activities.
7. To be protective of the reputation and traditions of the RRCH.
8. Perform other duties as required.

**Desirable Qualities**

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

**Staffing and Volunteers**

The Assistant Director helps oversee staffing for RRCH activities. Duties include:

1. Assisting with recruiting volunteers.
2. Assisting with training and recognition for volunteers.
3. Supervising staff in absence of the Director.
4. Assisting with staff appreciation and recognition activities.

**Training**

The Assistant Director helps to ensure that training materials and opportunities are provided for staff and volunteers.

**Building**

The Assistant Director helps to oversee building care and maintenance, which includes the following tasks:

1. Workdays for volunteers and staff, usually shortly before the summer season begins.
2. Cleaning up after every activity.
3. Setting up furniture for each activity, usually at the end of the preceding activity.
4. Cleaning and maintaining the building and grounds.
5. Notifying the Director of necessary repairs and building maintenance needs.

**Finance**

The Assistant Director helps with the following marketing tasks:

1. Preparing payroll information for the treasurer and distributing checks.
2. Collecting, counting, and securing donations and other monies.
3. Delivering monies to the RRCH treasurer in a timely manner.
4. Managing the ordering of supplies.

**Marketing**

The Assistant Director helps with the following marketing tasks:

1. Preparing, printing, and distributing the weekly RRCH summer calendar.
2. Keeping accurate attendance records.
3. Displaying appropriate banners for each day’s events.
4. Preparing, printing and posting flyers for special events.
5. Evaluating and reporting on all summer activities (attendance, donations, budget).

**Work Schedule**

The Assistant 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.