

Children's Activities Director (CAD) Job Description

* Critical: This is a Customer Service position, and incumbent must work closely and positively with the children and parents of the community. Must maintain a positive, cheerful attitude and remember that the CAD is there to serve the community. The CAD must constantly promote upcoming activities and encourage participation.

Hours: Monday, 8:30 – 6:30 PM; Tuesday - Friday, 4:30-6:30 PM. Last week of June through Friday of Labor Day weekend.

Lead activities for/engage children of OP Community. This position reports to the Facilities and Racquet Sports Director (FD).

1. Organize and be actively engaged in running kids activities each evening. For example,
 - a. Arts & Crafts
 - b. Field games
 - c. Court games
 - d. Capture the flag
 - e. Movie nights
 - f. Scavenger hunts
 - g. Ping pong tournaments
 - h. etc.
2. Backfill for Facilities Director on Mondays (day off).
3. Create supplies list and present to Board for approval of purchase.
4. Engage the kids to establish new activities of interest. Develop activities to address the various age groups within the community.
5. Help develop and enforce code-of-conduct with children of the OP community. Participate in town hall with children where expectations are broadly communicated.
6. Support any parent-organized events during working hours; consideration will be given to additional pay for support outside of working hours.
7. Meet weekly with Activities Chair and Facilities Director to discuss successes and areas needing improvement.

Recommended salary of \$450/week (\$25/hour); no housing provided.