

Job Description

Position: Activities Director

Department: Home

Responsible to: Director of Student Life



Campus activities are a pinnacle part of the overall student experience at French Camp Academy. The Activities Director works to serve students by developing creative student-centered activities that appeal to the entire student body, making activities at FCA the thing to do on the weekends.

Essential Duties and Responsibilities:

- Plan, organize and implement activities for the student body, this includes
 - Weekends: Friday and Saturday
 - Special Events (Christmas Banquet)
 - Summer session (Daily and Weekends)
- Evaluate the effectiveness of each activity and adjust as needed
- Maintain a social media page to promote and encourage participation
- Recruit and train staff to assist with activities
 - Communicate needs and expectations with staff assigned to weekly activity duty
- Develop an activities policy and procedures manual with the goal that another staff member can run activities in the absence of the Activities Director.
- Develop and maintain a book with a list of activities and detailed instructions
- Research, procure and maintain activities supplies
- Manage the Student Union
 - Inspect Union for maintenance needs
 - Clean or facilitate cleaning of the Union weekly
- Develop and maintain a yearly budget.
- Assist with transporting students to and from the airport before and after breaks.
- Serve as a core member of the Student Life team working to support students and house parents in a variety of ways.
 - Attend weekly Student Life meetings
 - Meet with the Director of Student Life weekly
 - Serve as a dorm substitute on a weekly basis and on weekends off
- Be part of the overall French Camp Academy staff and participate in activities and training as expected.
- Be willing to perform other ministry and job-related duties as need arises or requested by the Student Life Administrator.

Qualifications:

- Bachelor's degree preferred or experience in a similar position.
- Six (6) months of experience related to the above-described duties.
- Must possess a valid driver's license.
- Proven experience working with and speaking to young adults
- Ability to work extended hours during critical admissions seasons
- Strong communication skills with the ability to deliver information effectively and persuasively
- Highly organized with a distinct propensity for timeliness and professionalism
- Physical Requirements: Able to lift up to approximately 25 lbs.; Able to see for computer work and driving; Able to give and receive information through speaking and listening; Able to sit, stand, walk, reach with hands and arms, stoop, kneel, crouch or bend.

NEED MORE INFORMATION: For immediate reply, qualified applicants can contact Brittany Henderson, Human Resource Director, at b.henderson@frenchcamp.org or by phone at (662) 547-7296.