

JOB TITLE: Recreation Staff

Department: Recreation **Reports to:** Assistant, and Program

Positions Supervised: None Coordinator

Job Compensation: This position is not eligible for benefits as described in the Employee Manual.

Job Summary: Summer Recreation staff members will work closely with the Recreation staff and interns to fulfill the programs offered by the Fripp Island Activity Center, including Camp Fripp, tournaments,

Job Duties:

- 1 Assist with all summer programs including daily arts and crafts, teen programs, kids programs, and family activities.
- 2 Work closely with Recreation Director, Head Naturalist, Marketing Director and all recreation/nature staff on programs.
- 3 Promote all recreational and nature activities, services, and programs.
- 4 Displays a friendly, approachable, and energetic attitude.
- 5 Communicates clearly with Recreation Staff on all aspects of events and programs; including planning, organizing, ordering, staffing and executing necessary procedures for a successful event.
- 6 Requires original thinking, creativity, good communication skills, flexibility and resourcefulness.
- 7 Maintains inventory of supplies; informs Recreation Director on a weekly basis of supply levels.
- 8 Handles opening and closing procedures as well as completing daily maintenance tasks as required.
- 9 Attend and participate in weekly meetings with recreation staff and interns.
- 11 Take reservations, answer phone calls, answer guests questions, and overall be accomodating, kind, and helpful with resort guests
- 10 Perform additional tasks as assigned.

Physical Requiremen This position requires heavy lifting, bending, climbing, visual acuity, good hearing, and endurance. Must be able to work in a variety of weather conditions that may include extreme heat for

Qualifications: This position requires a minimum age of 16 years and preferred certification in CPR and First Aid. Previous expereince in retail or

RNA Signature: _____

Date: _____

GM Signature: _____

Date: _____

RD Signature: _____

Date: _____