



## **Activities Assistant/Lifestyle Director Assistant**

Grand Dominion by Del Webb Community Association

**Contact Name:** Dawn Stangle

**Contact E-mail:** GrandDPM@fosterpremier.com

**Contact Phone:** 8475662403

**Closing Date:** 2022-08-22

**Salary:** \$20-\$25/hour

### **Description:**

#### **SUMMARY**

Assists the Lifestyle Director with reports, paperwork, activities, events, and the day-to-day operations of the Lakeside Lodge at Grand Dominion including answering incoming calls, greeting residents, answering routine questions, and assisting with resident activity/event sign-ups and payments.

Ideal candidate will be a creative, energetic 'people person' with a working knowledge of Microsoft Office – specifically Outlook, Excel, Word, and Publisher. Flexibility is key with a willingness to learn.

#### **JOB DUTIES AND RESPONSIBILITIES**

- Assist Lifestyle Director in coordination of social events, trips, large scale special events, seminars, presentations.
- Participate in the planning, implementation, and promotion of activities to enhance quality of life for all residents.
- Juggle multiple priorities while staying organized.
- Greet residents and guests warmly and professionally.
- Help to create an inviting and welcoming atmosphere within the community
- Maintain website activity and fitness calendar.
- Using computer software & programs, develop registrations for events and trips, prepare deposits, create checklists, etc.
- Creatively develop flyers for events and programs (publisher or CANVA)
- Effectively communicate with staff and residents by phone, email, written memo or in-person.
- Enroll residents in all activities and accept all activity payments.
- Assist in monitoring residents and guests for compliance with Rules & Regulations (requires a working knowledge of this document)

#### **QUALIFICATIONS**

- Ability to perform each essential job duty satisfactorily (Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job duties.)

- Excellent written and verbal communication skills
- Good organizational skills
- Excellent people skills
- Ability to maintain confidentiality of all information/documents.
- Ability to read and interpret documents such as safety rules, operating instructions, and procedure manuals.
- Confidence to enforce rules of the Lakeside Lodge.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Strong problem-solving skills
- Must be proficient in the use of Microsoft Products. Word, Excel, and PowerPoint and skilled at navigating the internet and using cloud-based registration software.

#### EDUCATION/EXPERIENCE

2-4 years of related experience and/or training

(Or equivalent combination of education and experience)

#### AVAILABILITY

24 - 35 hours per week

Monday, Tuesday & Thursday (9 a.m. – 5 p.m.)

At least one Friday or Saturday evening shift per month

In high activity months (spring & summer) occasional added weekday evening