

## **Activity Coordinator Job Description Cypresswood Community Association**

The Activity Coordinator (AC) has responsibility for all community activities and events. The AC reports to the Board of Directors (BOD) and is the Activity Committee Chairperson.

### **Responsibilities:**

- Attend all meetings as required.
- Prepare a monthly report for residents and BOD to be presented at monthly membership meetings.
- Keep an accurate daily calendar of events.
- Assist walk-in traffic.
- Assist callers or direct phone calls to appropriate parties.
- Collect and verify personal information, take photographs of all eligible residents for pool passes.
- Issue resident recreation keys.
- Collect information, put together and present Welcome Folders to new residents.
- Submit monthly calendar of events and articles for the community newsletter.
- Submit community news to Webmaster.
- Schedule entertainment, classes and activities for the year.
- Make reservations for all groups including private parties.
- Open and close clubhouses for private parties and remain available through duration of event should additional assistance be necessary.
- Secure volunteers for community events.
- Supervise set-up and volunteers as required.
- Secure monetary donations for events as well as other prizes.
- Monitor and control expenses for community events.
- Walk and secure all facilities daily.
- Monitor recreation facilities and buildings for maintenance, cleanliness and safety. Report all problems to appropriate committee members and assist in correcting problems.
- Update marquis periodically.
- Receive Security Alert correspondence and forward to appropriate parties.
- Alert BOD to residential complaints/disturbances of serious nature.

The Activity Coordinator is also responsible for running and maintaining the office located in the east clubhouse. Office responsibilities include, but are not limited to:

- Maintain office files and records.
- Maintain and replenish office and materials supplies.
- Initiate check requests for payables.
- Manage accounts receivable including weekly bank deposits.
- Maintain and control petty cash.

The Activity Coordinator is viewed by residents as an extension of the Board of Directors. Courtesy and professionalism should be maintained at all times, especially when dealing directly with residents.