



CAMP GULF

10005 W. Emerald Coast Parkway Miramar Beach, Florida 32550

Job Title:

Activities Assistant

Employment Status:

Workamper (Part-Time)

Company Expectations:

CAMP GULF expects you to conduct yourself with the utmost integrity and honesty, knowing that you are representing CAMP GULF at all times, during work and off work hours while on the premises. As an employee, your attitude shall be that of friendliness, teamwork, and cooperation at all times. You are to be productive while on the clock and work your scheduled hours. CAMP GULF's Policies Manual is to be followed at all times and you are expected to exemplify the highest level of customer service.

Job Descriptions:

The Activities Assistant is to organize, plan, attend and direct activities for the guests at CAMP GULF. The AS will consider the kind of activities that are best fitting for "snow bird" and "kids" activities. All posting of activities will look professional and be kept updated. The Activities Assistant reports directly to the Customer Service Manger for instructions regarding their job. The Activities Assistant will always direct the guests to the SUNNYBOOK for what they need during their stay here and report any item/s that need repairs to the Maintenance Department.

Responsibilities:

- To keep "Guest Experience" first. (CAMP GULF - Campers Are My Priority)
- Keep all games & supplies for activities working and available to guests.
- Keep "Aeroball" blown up. Report if any repairs are needed.
- Attend all planned activities.
- Assist in planning activities.
- Assist in staff activities & meals.
- Clean up after all completed activities.
- Keep all bulletin boards current and clean.
- To work a split shift schedule.
- Contribute to team effort by accomplishing related results as needed.

Skills:

- Experience in general crafts and activities.
- Good communication and situation solving skills.
- Outgoing personality.
- General computer skills.
- Be creative.

Conditions of Work:

- Must be able to push/pull/lift up to 25 pounds. Job frequently requires use of arms, hands, and fingers. Requires walking, sitting, crouching, kneeling, and standing.
- The use of a ladder.
- Frequent contact with guests requiring courtesy, discretion, and sound judgment.

Name: S A M Signature: [Handwritten Signature] Date: _____

While this job description is intended to be an accurate reflection of the essential job required, management reserves the rights to modify, add, or remove duties from particular jobs and to assign other duties as necessary.