



JOB POSTING

POSITION TITLE: Activities Director
REPORTS TO: General Manager
CLASSIFICATION: Full time, Exempt
PAY: From \$60,000 per year

Founded in 1947, Coral Ridge Yacht Club is a member-owned private Club located in Southeast Florida. With just under 500 active and engaged members, our club is almost complete with an exciting multi-year transformation and modernization to meet the growing needs of our member base and ensure we maintain our best-in-class status and reputation. The Club was recognized as one of the Top 30 Yacht Clubs in America in 2023-2024 by Platinum Clubs of America. We offer:

- Multiple dining options in our newly renovated 30,000 sq ft. Clubhouse
- Resort style swimming pool
- 56-slip marina
- Fitness center with classes
- Sailing
- Frequent special events for adults and families
- Reoccurring interest-based clubs like Wine Club, Auxiliary, Book Club, Dance, CRYC Fit Club, and much more
- And proudly presenting The Pointe, a brand-new addition to the Club
 - An 8,000-square-foot outdoor dining facility
 - Grab-n-go market
 - Pickleball court
 - Multipurpose court

Coral Ridge Yacht Club is a welcoming Club that boasts a vibrant and inclusive community, fostering a positive and supportive environment for both employees and members alike. The commitment to teamwork and camaraderie creates a sense of belonging that contributes to a fulfilling work experience. Additionally, the Club's commitment to excellence is reflected in its high standards of service, providing employees with the opportunity to develop valuable skills and enhance their professional growth. The picturesque waterfront setting creates a pleasant and inspiring workplace atmosphere.

Moreover, Coral Ridge Yacht Club places a strong emphasis on employee well-being, offering competitive benefits and fostering a healthy work-life balance. The dedication to creating an enriching work environment, combined with the unique charm of the location, makes Coral Ridge Yacht Club an outstanding choice for those seeking a rewarding and enjoyable work experience in the hospitality, leisure and yacht club industry.

The mission of the Coral Ridge Yacht Club is to provide our diverse membership a high-quality private Club experience, rich with opportunities to engage in social, dining, yachting, and recreational activities, distinguished by modern amenities, in a friendly, welcoming environment. The Club's Food and Beverage service is a large part of our revenue along with Club functions, private parties, weddings, and special events.

Position Summary

The **Activities Director** will be responsible for creating and managing many of the family activities and all club events that we offer to our members. The Activities Director will be responsible for managing staff, counselors, and lifeguards on a day-to-day basis. Ideal candidates will offer creative and out-of-the-box ideas for special family events and sustain a supportive, fun, and engaging environment for children and families. The Activities Director will work closely with other Club department leaders to cultivate synergy in a team-based organization. This position reports directly to the General Manager.

Essential Functions

- A. Supervise the successful production and delivery of youth programming and events (i.e., kids club, club events, no school days, camps, special events).
- B. Hire, train, supervise, schedule, and evaluate children's program staff as needed.
- C. Plan, monitor, and supervise activities.
- D. Recruit, screen, and train volunteers.
- E. Partner with Social Committee to develop or enhance, implement, and supervise programming.
- F. Partner with the communication team to create a new and exciting Youth Program calendar for the year.
- G. Assist with the Club Events with theme, decorations, and floral arrangements.
- H. Assist with maintaining Social Media Platforms (i.e., Instagram, Facebook, etc.) and digital communications including current website, e-blasts, and event calendar.
- I. Design and utilize designated space for youth.
- J. Prepare weekly activity reports as required.
- K. Ongoing financial responsibilities, including:
 - 1. Reviewing and ensuring accurate billing to members.
 - 2. Input for creation of programming budget.
 - 3. Prepare monthly financial reports relevant to the program; recommend corrective action strategies, if necessary, to help ensure that budget goals are met.
 - 4. Develop multiple and diverse revenue-generating summer camp activities for the children of club members.
- L. Prepare written and oral reports concerning program activities, objectives, and effectiveness.
- M. Provide quality service to all members and staff.
- N. Complete payroll timesheets for staff.
- O. Interact with other departments to promote youth programs.
- P. Attend all staff meetings.
- Q. Perform all other tasks and projects as assigned.

Qualifications

- A. Minimum of five years of experience in recreation, or other youth-related field in a club or similar setting required.
- B. Experience in educational program development and implementation preferred.
- C. Demonstrated proficiency with Microsoft Office (Word, Excel, Power Point, etc.) required.
- D. Valid CPR/AED/First Aid Certifications required.
- E. Ability to exercise critical human relations skills in establishing and maintaining effective relationships with Members, their children, Club staff and Management required.
- F. Ability to create and foster a positive teamwork environment required.
- G. Excellent verbal, written and social communication and listening skills required.
- H. Strong customer service skills with a customer service mindset required.
- I. Genuine enjoyment and passion for working with children and families required.
- J. Knowledge of and ability to perform required role in emergency situations required.
- K. Creative and innovative thinking skills required.
- L. Ability to work a varying schedule based on the Clubs' needs required. This schedule includes nights, weekends, and holidays.

BENEFITS

- 401(k)
- 401k Matching
- Health Insurance
- Dental Insurance
- Vision Insurance
- Life Insurance
- Paid Time Off

Interested professionals who meet or exceed the established criteria are encouraged to submit a resume and cover letter to the General Manager at jbutler@cryc.net.