



## JOB DESCRIPTION

### ACTIVITIES COORDINATOR

Position Summary	
<p>The activities coordinator is responsible of welcoming the customers in the various departments, controlling access to the activities and entertaining the customers.</p>	
<p>Independent, organized and dedicated to customer service excellence, the activities coordinator is able to excel in the achievement of the company's mission using his drive and his FunFou side.</p>	
Position Specifications	
<ul style="list-style-type: none"> <li>○ Permanent</li> <li>○ Part-time (min. 15 hrs / week)</li> <li>○ Full-time (min 30 hrs/week)</li> </ul>	<p><u>Number of employees reporting to :</u></p> <ul style="list-style-type: none"> <li>○ Activities Coordinator: 0</li> <li>○ Supervisor : 30</li> </ul>
Responsibilities and Expectations	
<ul style="list-style-type: none"> <li>• Inform customers of the activities, rates and rules.</li> <li>• Participate to entertainment while creating a specific atmosphere.</li> <li>• Plan and perform activities and/or little shows.</li> <li>• Supervise recreational activities to ensure safety.</li> <li>• Apply safety rules and regulations.</li> <li>• Apply makeup to children.</li> <li>• Collect admission fees and register sales.</li> <li>• Clean the entire department.</li> <li>• Prepare the banquet room for groups and serve buffet, if applicable.</li> <li>• Open and close the departments within the given time periods.</li> </ul>	

## **Performance Measurement / Complexity**

- Satisfaction of clientele.

## **Efforts and Work Conditions**

- Mostly working in a standing position.
- Noisy environment.

## **Required Skills and Knowledge**

- Work experience in customer service
- Basic computer skills
- Stress tolerance
- Versatility
- Drive
- Initiative