



Poets Cove Resort & Spa

Job Description

Position: Activity Leader

Department: Activities

Reports To: Activities Coordinator

Summary:

The Activity Leader is responsible for serving the guests of Poet's Cove Resort and Spa with the highest standard of care to provide an active and entertaining option for our guests. This person is in charge of setting up, executing and evaluating activities, maintaining the daily operational needs and assisting to the requests of the guests of the resort. The Activity Leader will report to the Activities Supervisor daily and will assist with the operational tasks that are involved in sustaining the tasks involved in this department.

Duties and Responsibilities:

- Opening and Closing the Activities Center
- Performing Daily Operational Needs
- Conducting Cleaning Tasks
- Pool Maintenance
- Set Up of Events and Activities
- Executions of these Events/Activities
- Evaluation of Events and Activities
- Reporting to the Activities Supervisor
- Conducting Operational Procedures for Daily Functions
- Taking Tickets from Guests for Excursions
- Making Sure Waiver Forms are Signed at Concierge Desk
- Consulting with Concierge for Current Daily Activities
- Communicating via Daily Meetings with other Leaders
- Updating the Event Calendar for Upcoming Events
- Scheduling the Events for the Days Tasks

Job Requirements:

- Ability to Multi Task
- Energy and Physical Fitness
- Experience working with children
- Ability to Create and Imagine
- Leadership Skills
- Experience with Cash Handling
- Enjoyment and some knowledge of the Outdoors
- Kayak guide certificate an asset (not required)
- Experience with Pools (not required)
- Positive Attitude!
- First Aid Level One