



Children's Program Coordinator (Adventure Cove Day Camp)

Job Description

The primary goal and objective of the Children's Program Coordinator, is to lead a team that will in turn, give each guest the best possible experience when utilizing the Adventure Cove facility and its Recreational amenities.

Full-time Seasonal position: May 24 through October 23. Hours will vary, includes evenings and weekends, depending on business flow.

Duties & Responsibilities :

- Hiring, scheduling, training & evaluation of seasonal staff
- Ensure guests are informed of social functions through the use of Madden's resources and verbal communication – to include, but no limited to: interacting with guests at the Inn and the Lodge restaurants during breakfast hours; ensuring all activity boards are updated and current; developing & promoting the Adventure Cove Day Camp agenda to Madden's guests
- Coordinate social activities such as interactive bingo
- Implementing planned activities set forth by self and Recreation Director
- Work with Madden's group planners on childcare and ensure a successful conclusion
- Maintaining and ensuring a safe and Clean working environment
- Assists Recreation Director at the Tennis and Croquet Club, when Director requires additional staffing

Required:

- Excellent communication skills, both with colleagues and guests
- Should have a strong sense of multi-tasking and organizational skills
- Valid drivers license, must meet company insurance guidelines

Physical Demands:

- Requires a minimum of 7 hours standing time and minimum lifting ability of 30 pounds

Apply today, competitive pay, great resort benefits available.....have fun this summer!