

Activities Director Job Description

Job Status: Full Time, Salaried - 6 month Contract

- Potential to extend beyond 6 month season



Tall Oaks is looking for an Activities Director for the 2025 spring to fall season. The ideal candidate will be able to work well with a team, thrive outdoors, willing to be flexible and adaptable, able to work in a fast-paced environment, and is lifeguard/aquatic management certified (or willing to become certified). Tall Oaks Activities Director will interact with all Tall Oaks Management and other summer staff in order to complete job tasks.

Job Duties

- Pool Management/Lifeguard: duties include ensuring safety procedures are followed, providing first aid, cleaning pool, complete in-services, check equipment, and checking chemical levels as needed and prior to group use
- Maintenance or Grounds assistance: assisting with maintenance and grounds as needed
- Set up and leading/directing activities such as: Fishing, Lifeguarding, Archery, group games, and Low Ropes
- Inventory and Outdoor Activities Equipment Management
- Strong leadership and communication skills; communicating with guests and coworkers in order to maintain positive relations with all Tall Oaks groups
- Other duties assigned by Executive Director

Qualifications

- Must be 21 years old before June 1, 2025
- Lifeguard certified or willing to become certified
- Aquatics Management certification or willing to become certified
- HS diploma required, College degree preferred.
- Ability to lift and move 50 pounds, occasionally.
- Ability to address stressful situations appropriately in a fast-paced, interactive environment.

Benefits

- Paid time off (6 days off, 5 camp days)
- On-site meals when groups are present
- Mileage reimbursement
- All necessary certifications/continuing education programs paid for by Tall Oaks