



## **JOB POSTING**

**POSITION TITLE:** Activities Director  
**REPORTS TO:** General Manager  
**Supervises:** Activities staff, camp counselors, lifeguards  
**CLASSIFICATION:** Full time, Exempt

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:

- Several 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 coming this spring:
  - The Pointe, an 8,000-square-foot outdoor dining facility
  - Grab-n-go market
  - Pickleball court

Coral Ridge Yacht Club stands out as a welcoming, best in class workplace in South Florida. The Club 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 and leisure 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.

### **Summary**

The **Activities Director** will be responsible for creating and managing many of the family activities 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 Family Activities Committee to develop or enhance, implement, and supervise age-appropriate programming.
- F. Evaluate ongoing educational and entertainment programs to ensure they are enriching the member experience and adjust as needed.
- G. Partner with the communication team to create a new and exciting Youth Program calendar for the year.
- H. Assist with the Club Events with theme, decorations, and floral arrangements.
- I. Assist with maintaining Social Media Platforms (i.e., Instagram, Facebook, etc.) and digital communications including current website, e-blasts, and event calendar.
- J. Design and utilize designated space for youth.
- K. Prepare weekly activity reports as required.
- L. 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.
- M. Prepare written and oral reports concerning program activities, objectives, and effectiveness.
- N. Lead a variety of activities, outings and field trips designed to benefit and enrich program participants.
- O. Provide quality service to all members and staff.
- P. Complete payroll timesheets for staff.
- Q. Sign off on, organize and plan birthday and holiday parties for the members' children.
- R. Ensure that all promotional materials are current.
- S. Interact with other departments to promote youth programs.
- T. Attend all staff meetings.
- U. Perform all other tasks and projects as assigned.

### **Qualifications**

- A. Minimum of five years of experience in childcare, recreation, or other youth-related field in a related setting required.
- B. Experience in educational program development and implementation required.
- 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.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities within reason may change at any time with or without notice.

Coral Ridge Yacht Club offers an attractive and competitive compensation and benefits package including medical, dental, vision, PTO, 401k Plan with match, and supports professional education.

Interested professionals who meet or exceed the established criteria are encouraged to submit a **Resume and Cover Letter** to:

**Nadine D. Rockwell, CCM**  
General Manager  
Coral Ridge Yacht Club  
2800 Yacht Club Boulevard  
Fort Lauderdale, FL 33304  
[nrockwell@cryc.net](mailto:nrockwell@cryc.net)