



## **Area V Social Activities Director**

### Short Job Description:

- ❖ Responsible for planning and executing major social activities for the program (i.e. games, performances, dances, mixers, contests, etc...)
- ❖ Organize field trips for students.
- ❖ Must be willing to work a flexible schedule to accommodate events in the evenings and on the weekends.
- ❖ Coordinate with the Special Projects Assistant, Recreation Director, and the WAC Manager to create weekly calendars of events.
- ❖ Offer a diverse selection of activities to meet the multiple interests and personalities of students.
- ❖ Receive feedback from students and faculty/staff to plan and evaluate activities.
- ❖ Maintain regular office hours with responsibilities as assigned.
- ❖ Report to required Area V and AGS meetings.
- ❖ Assist Area V staff with other duties as assigned.
- ❖ Requires strong organizational skills to keep track of important dates and information concerning events.
- ❖ Requires strong written and interpersonal skills.
- ❖ Effective oral communication skills in large groups is preferred.
- ❖ Attention to detail as well as creativity are helpful for planning and successfully executing events.