

CAMPUS and LIFESTYLE DIRECTOR POSITION SUMMARY

Campus Director is the positive and enthusiastic manager of all resident lifestyle activities and is ultimately responsible for overseeing maintenance of the clubhouse and all community amenity features. The position develops, coordinates and promotes all programs, classes and resident events, creating a welcoming environment and establishing effective practices and consistent communication with the Board of Directors (BOD) and Morningside at large. Lifestyle activities must offer enjoyable opportunities for all residents and the Morningside Campus must continue to provide stimulating quality experiences for the Community.

ESSENTIAL RESPONSIBILITIES

PLANNING and ORGANIZATION: Plans, directs, conducts and evaluates events and lifestyle programs to promote active adult living and meet the varied interests of Morningside residents.

- Plan and facilitate resident trips
- Facilitate 1-3 “large” in-house events each month:
 - Develop theme, hire entertainment, plan menu and set budget
 - Advertise activities, encouraging interest and excitement
 - Purchase all food and supplies
 - Manage reservations, payments, deadlines and event budget
 - Facilities set up, food preparation, attend to coordinate the event if required, serve food & clean up
 - Produce the Event Summary report
- Conduct Fitness Center orientations
- Coordinate outside instructors as needed
- Coordinate all weekly and monthly group activities
- Recruit and train volunteers to assist in community activities
- Direct and assist resident coordinators of activity clubs
- Coordinate resource allocation: room scheduling, equipment use, etc.

COMMUNICATION

Morningside Community at Large

- Develop, document and distribute monthly calendars, weekly announcements and quarterly newsletters
- Advertise events via flyers, clubhouse postings, website listings and mass e-mailings
- As Chairperson of the *Communications Committee* facilitate input and updates to the Morningside website
- Assist BOD and HOA Management Company in the delivery of announcements and community information
- Address email and voicemail messages on a timely basis
- Review and verify all updates to the Resident Directory
- Update Clubhouse Event Announcements and the Morningside Information Desk

New Residents

- Initiate the Welcome Call
- Prepare orientation packets
- Conduct New Resident Clubhouse orientations
- Serve as a resource person for move-in related questions
- Coordinate activities of the *Welcome Committee* team
- Provide new resident introductions to the community at large

Sales Staff Support

- Meet and tour potential homeowners
- Answer all email and phone questions from potential homeowners regarding activities and amenities
- Work with sales staff to plan marketing events

ADMINISTRATION: Maintain a clean, safe and welcoming environment.

- Inspect Clubhouse daily to identify problems, clean and straighten as needed
- Notify BOD and initiate work orders as required
- Clean ballroom tables, manage dishwasher, sweep and mop kitchen floor as needed
- Clean and maintain kitchen appliances: coffee pots, toasters, roasters, griddles, etc.
- Stock kitchen staples (coffee, tea, cream, sugar, spices, condiments, etc.)
- Stock paper products (napkins, cups, stirrers, plates, bowls, foil, plastic wrap and bags, etc.)
- Order supplies monthly and as needed: dishwasher soap, dish soap, hand soap, paper towels, sanitary wipes, toilet paper, garbage bags, etc.
- Order office supplies as required
- Clean refrigerators, microwave, dishwasher, kitchen drawers and cupboards as needed

CAMPUS DIRECTION

- Coordinate cleaning services
- Coordinate schedules for maintenance work by outside contractors: building access, work order clarifications and work completed reports
- Manage and monitor Key FOB distribution and use
- Monthly assessment of Fitness Equipment: everything clean and operational
- Empty garbage and clean storage areas as needed
- Manage the sale and monitoring of annual Guest Passes
- Coordinate pool inspections and maintenance with pool company
- Vacuum Ballroom and additional areas after events when required
- Manage rooms for meetings and events: check lighting, heating and cooling of all areas in Clubhouse daily

OTHER FUNCTIONS:

- Instruct water aerobics classes 2 times per week
- Survey outside areas weekly to identify problems: tennis, pickle ball, bocce, horseshoe, outdoor pool area, picnic tables and gazebo
- Window cleaning: scheduling for outside contractors, with touch-ups as needed
- Patio areas and furniture: assess conditions, order cleaning and repair as needed
- Confirm outdoor trash receptacles are regularly emptied
- Verify operation of pond fountains and front fountain
- Inspect driveways and entrance ways to verify cleanliness and identify conditions requiring attention
- Confirm proper operation of all equipment on monthly basis.

POSITION SPECIFICATIONS:

- Experience in Lifestyle direction including planning and execution of active adult activities, events, classes and entertainment.
- Experience in the management of a community clubhouse and related campus facilities.
- Self-motivated with an ability to work independently without continual supervision and to follow directives.
- Strong customer service orientation.
- Certifications in CPR and First Aid.
- Operational efficiency with AED equipment.
- Medical training and background preferred.
- Campus and Lifestyle Director reports to the BOD President