

I. Position

Social Activities Manager (5.2)

II. Related Titles

Social Director; Director of Special Events; Recreation Director; Social Activities Director

III. Job Summary

Plan, direct, coordinate, promote and manage the club's social activities that are designed to enhance the overall enjoyment of the membership and to retain membership in the club.

IV. Job Tasks (Duties)

1. Plans, promotes, and generates enthusiasm and interest for the club's diverse social programs; coordinates the efforts of volunteers and the club's staff
2. Arranges for special publicity needs and supplies for each event; decorates areas for promotions
3. Keeps an accurate history file of each event; writes follow-up correspondence
4. Arranges classes for members on a wide range of topics
5. Plans international and domestic group tours for members; serves as escort when appropriate
6. Hires bands and entertainers; agrees on fees and times; contracts for and monitors entertainment
7. Coordinates with food and beverage department personnel to plan major food promotions throughout the year and special monthly dining room and lounge promotions
8. Maintains visibility in the community with retailers, artists, entertainers, etc., and uses these resources for the benefit of the club's membership
9. Serves as the club's liaison with the social and other committees as appropriate
10. Monitors publicity received by the club
11. Coordinates all events and activities with the club's communications manager
12. Works closely with other club departments to ensure that complete, concise information goes to both club members and staff members who will be working directly with each social event
13. Supervises the Youth Activities Coordinator and helps assure that an effective program of recreational and educational events for members' children and guests is on-going
14. Works with the club's decorating committee to formulate and produce effective decorating concepts for the clubhouse
15. Purchases tickets as necessary
16. Works closely with the Controller to ensure that budget controls are implemented, that current member billings are made and that corrective actions are taken if necessary to help meet budget goals
17. Attends staff and management meetings
18. Oversees departmental secretarial work
19. Replies to applicable comments generated from the club's members' suggestion box or other input methods

V. Reports to

Membership Director

VI. Supervises

Youth Activities Coordinator; Card Room Attendant