

# Job Description

**Title:** Recreation Programmer

**Reports to:** Anne Williams

## **Summary of Position:**

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The Job of recreation programmer at Fontana Village Resort is a very vital position. We are the department and team that provides the entertainment and one of the main reasons for coming to FVR. Our job is very diverse, and many times encompasses many different facilities on and off the immediate resort property. A typical shift will be 8.5 hours long with a 30-minute lunch.

There will be occasions where you will be expected to work longer shifts. The normal expected working time range would be from 8:30 am until 11:00 pm at night. Due to the business at Fontana, many hours will be spent working during weekends with a mix of day and night shifts.

## **Job Responsibilities and Duties:**

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- Renting sports equipment, golf carts, mountain bikes, and Putt-Putt.
- Selling merchandise.
- Selling passes for the day, season, or just for the pool.
- Guiding guests on Hikes, tours and adventures.
- Driving the Shuttle van for Appalachian Trail hikers.
- Setting up staging, seating and electricity for bands, performers and entertainment.
- Facilities maintenance (leaf blowing, trail clearing, trash pickup & cleaning)
- Facilitating scheduled programs of varying from karaoke, crafts, to campfires.
- Staffing the Pool Shack and handing out towels and charging for entrée.
- Staffing the Putt Shack and renting equipment.
- Helping banquets setup for larger events.

## **Qualifications and Skills Required:**

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- High School diploma required
- Some college experience preferred
- Valid NC Driver's License
- Lifeguard Certification

- First Aid & CPR certifications
- Recreation department or recreation facilities experience
- Extremely personable, knowledge of basic sports equipment and recreational programs
- Be able to adapt quickly
- Basic Microsoft Office knowledge
- Knowledge of basic facilities maintenance equipment/tools.
- Ability to lift 25 lbs. regularly. Occasionally lifting up to 50+ lbs.
- Must be able to sit or stand for at least 30 minutes.
- Have physical endurance for pushing, pulling, carrying, hiking, & walking on a regular basis
- Able to operate a leaf blower, log splitter, power washer, weed eater, and un-motorized lawn care equipment.

Print Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_