

Activity Coordinator (AC)

- Responsible for the planning, organization, and execution of all POA sanctioned activities
 - Big activities
 - July 4th
 - Fall Festival
 - Veteran's Day
 - New Year's Eve
 - Smaller activities
 - Easter egg hunt
 - Kentucky Derby
 - Christmas tree lighting
 - Chili Cook Off (every 2 years)
 - Dances/Dinners/Concerts
 - Valentine's Day
 - St. Patrick's Day
 - Thanksgiving
 - Summer concerts
 - Patio singers – 1 or 2 people with a guitar?
 - Groups still do decorations for their events
 - KWC - Fashion Show and Monthly Meetings
 - WGA- Girls' Night Out
 - FOL will serve as an auxiliary to help decorate for former FOL events.
- Reporting guidelines
 - Works with Lodge General Manager
 - Lodge staff for specific events reports to AC
 - Coordinates food and beverage close times with the event
 - Coordinates with L&T, FOL, and other Lake Kiowa recognized organizations to develop annual calendar
- Compensation/Benefits
 - Half time overall - paid hourly
 - No Insurance
 - Averages 15 to 20 hours per week on events
 - Some dedicated office hours, ex Monday and Wed 10-12
 - \$18.00 – 20.00/hr (depending on qualifications) for events
 - Overall impact of ~ \$24k