



1887

Director of Youth & Outdoor Activities - Full Time

General Description: Develops, oversees, and implements all aspects of year-round Youth Programming at Dedham Country & Polo Club. Responsible for researching, designing, developing, and promoting year-round youth programs, while operating the Club's Pool and assisting with outdoor activities. Actively participates in the supervision of children. A high-visibility role with a flexible schedule. Weekend and seasonal holiday availability is required.

Essential Functions:

- Oversees all aspects of the Pool.
- Develops creative vision for year-round youth programs, including all club-related family events, swim team events, summer programs/camps, and youth specific events.
- Acts as a liaison between all Club departments to plan and implement youth activities and programming.
- Interviews, hires, trains, and manages a team of Youth Team Leads, including Summer Programming Counselors, Babysitters, Lifeguards, Assistant Pool Managers, as well as Swim Team Coaches.
- Directly leads and supervises children during youth activities and summer programs.
- Creates annual youth budgets (childcare, labor, camp, swim), actively completes P&L statements, and manages operations to stay within budget.
- Analyzes Member feedback and comparable club data to identify demographic trends of the youth population and develops creative activities accordingly.

Youth/Family Club-Events:

- Collaborate with the F&B Team to set the annual calendar for all youth and family programming.
- Works with the Communications Director to promote youth activity programs months in advance.
- Coordinates with Event Planners, Assistant Managers, Culinary, Maintenance, Golf, Racquets, and Assistant General Manager for all events.
- Proactively communicates accurate, timely information to team members, management, and members regarding youth events.
- Assures that standard operating procedures for child safety are in place and consistently used.
- Leads and assigns youth counselors to supervise games and activities throughout events.

Junior Summer Programming:

- Manages all aspects of Summer Program registration, scheduling, billing, and staffing.
- Develops new programming each of the 9 weeks annually.
- Maintains a daily log of activities to include - number of children, daily activities, parent/staff issues, child behavior, and expenses.
- Coordinate with Tennis, Golf, and Swim Professionals to create camp appropriate programming.
- Coordinates with Event and Culinary departments as it relates to camp.

Pool/Swim Team:

- Manages all aspects of Pool Operations including opening & closing, guard scheduling, maintenance overview, guest and lesson billing, and supplementary staffing.
- Responsible for overseeing and coordinating all swim practices, swim meets, and swim team events.
- Club Liaison for Youth & Recreation Committee.
- Manages operations to stay within budget.
- Gathers promotional content for end of season banquet and future swim team marketing.
- Coordinates with the Director of Communications to ensure all swim team and Pool information is up to date and is being communicated in a timely manner.
- Coordinates fitness programming and lessons at the pool for all ages.

Non-Essential Functions:

- Performs other duties as assigned by the Assistant General Manager.
- Collaborates with Communications Director and Assistant General Manager with creative ideas for Staff Appreciation events.
- Assists Event Planning dept. with other duties as it relates to events at the club.
- Oversees correct processing of paperwork for all respective team members.
- Assists with coordinating outdoor activities such as Paddle, Sledding, Skating, Trap Shooting and more.
- Acts as an aid for the Racquets department in handling bookings, calls and inquiries.

Qualifications:

- Honest, respectful, dedicated, ethical, caring and have a positive attitude and a strong work ethic
- Must be able to handle a fast-paced, high-end, busy, sophisticated environment
- Good listening skills
- Positive enthusiasm and patience with children essential
- Ability to effectively deal with stress and conflict
- Highly motivated
- Excellent time-management skills, detail-oriented, and have strong follow-through
- Exceptional verbal and written communication skills and never shy away from Member or child contact.
- Microsoft Office proficiency.

Physical Requirements:

- Ability to read, write, speak English, compute simple math
- Must be able to walk, reach, kneel, crouch, and stand frequently
- Must be able to climb stairs and lift up to 35 lbs. daily.

Education/Experience:

- Bachelor's Degree preferred
- 2 years' experience in youth activities management or event planning required
- CPO/CPR/First Aid Certification required
- Educational background in childcare, child development, or recreation management preferred.
- Experience with youth activities in a private club preferred

Compensation/Benefits:

- Salary is competitive and commensurate with qualifications and experience.
- In addition to a comprehensive benefits package, the Club actively supports ongoing education and professional development.

Application Process:

- Interested candidates should submit a resume to Daniel Allen, General Manager, and Brianna Maier, Assistant General Manager at dallen@dedhamclub.org and bmaier@dedhamclub.org