



SUN CITY ANTHEM COMMUNITY ASSOCIATION, INC

Job Announcement

Activities Director

Salaried/Exempt – \$75,000 to \$85,000 per year depending on experience.

COMMUNITY PROFILE

Sun City Anthem (SCA) is a 55+ retirement community. Located in Henderson, Nevada, SCA is the state's second-largest Common Interest Community (HOA). The beautiful and expansive community covers 3,500 acres with 7,144 homes and is rated among the top ten luxury active-adult communities in America. SCA has about 12,500 residents.

Amenities and facilities include three clubhouses with 130,000 square feet of indoor recreational area, three indoor swimming pools, two outdoor pools, tennis, pickleball and bocce courts, 300 seat theater, fitness centers, woodshop, ceramic, glass and sewing rooms, a computer lab, billiards room, restaurant, catering, a grand ballroom, and a privately-owned day spa.

The community is governed by a seven-member volunteer Board of Directors that typically serve two-year terms.

SCA has 59 chartered resident social clubs and operates its own Community Patrol, Neighborhood Watch and Emergency Preparedness Service Groups. The co-located two 18-hole golf course is independently owned and not part of the Association's responsibility.

POSITION SUMMARY

Serve as Activities Director for Sun City Anthem Community Association. Responsibilities include the administration, operation, and maintenance of the Activities department including but not limited to recreational, social & leisure-time activities as assigned by the COO. The position will oversee the day-to-day operations of the Activities department and directly supervises the Venue Manager, Activities Coordinator, and Scheduling Coordinator.

SKILL AND ABILITY REQUIREMENTS

- Excellent verbal and written communication skills
- Proficiency in MS Office including Microsoft Word, Excel, PowerPoint, Outlook, and other applicable software programs.
- Ability to learn and operate computer programs and applicable software, necessary for the position.



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- Ability to work efficiently without supervision.
- Skill in maintaining an efficient and professional demeanor in any situation.
- Must be detail oriented and have the ability to multi-task.
- Must have working knowledge of office equipment including but not limited to multi-lined phone system, hand-held two-way radios, printer, and copier.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES

Essential responsibilities may include but are not limited to the following:

Supervisory Responsibilities:

- Hires and trains staff.
- Schedules, organizes, and assigns projects to members of the Activities team.
- Conducts performance evaluations that are timely and constructive.
- Manages discipline and termination of employees as needed and in accordance with company policy.

Duties/ Responsibilities:

- Oversees and manages the department's day-to-day operations.
- Work closely with each department to properly align duties.
- Directly manage the Venue Manager, Activities Coordinator, and Scheduling Coordinator.
- Acts and attends as an additional management liaison to the respective committees.
- Advise COO regarding situations of a serious nature.
- Recommends program guidelines and policies consistent with governing documents and Board policies.
- Continuous improvement of internal and Association processes.
- Utilize timekeeping system to provide data regarding employee attendance.
- Provide staff reports and documentation as needed on topics appearing before the Board of Directors and COO for action.
- Supervise and/or compose written correspondence in response to member concerns and/or questions.
- Create, update, and provide all forms necessary to conduct the business of managing the department.
- Ability to adjust schedule to accommodate necessary events and/or meetings as needed.
- Maintain and schedule office and department coverage during Association Business Hours.
- Ability to learn, implement, and train on systems specific to departments areas of responsibilities.
- Initiative-taking training and development of staff.
- Budget development and adherence to monthly guidelines.



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- Responsible for holding departmental meetings to support two-way communication and employee recognition.
- Adherence to safety and security awareness.
- Other duties as assigned by the COO.

PHYSICAL REQUIREMENTS

- Ability to sit at a desk for long durations with constant use of office equipment such as computer, telephone, fax, copier, etc.
- Ability to move about the office and SCA Centers, position self, and occasionally ascends/descends staircases and/or ladders to access and maintain files, office equipment, etc.
- Ability to move indoors and outdoors in varying elements, including but not limited to fluorescent lighting, wind, rain, cold, wet and extreme heat.
- Ability to communicate information and ideas so others will understand. Must be able to exchange accurate information in these situations.
- Visual acuity is required to operate office equipment and vehicles.
- Frequent push-pull of 15-25 pounds force and lifting of 15-25 pounds.
- Manual dexterity is required for typing, writing, driving, answering the telephone, and site inspections.
- Ability to work extended hours, days, weekends, and holidays when necessary.
- Agility to quickly respond to an emergency throughout the facility.

WORKING CONDITIONS

- This position will be performed both indoors and outdoors. When indoors the lighting will be fluorescent lighting. Outside you may be subject to the elements of wind, rain, cold, wet, and extreme heat.

EQUIPMENT USED

- Computer, printer, mouse, copier, fax, scanner, scanner, multi-line telephone/voice mail, cash register, digital camera, walkie-talkie, VMS, EMS, and Gatemaster.

REQUIRED EDUCATION, TRAINING, AND WORK EXPERIENCE

- Home-Owner Association experience preferred.
- Bachelor's degree or minimum of 5 years' experience in a related field.
- Minimum of 5 years' experience in a management role.
- Minimum of 8 years' experience in a senior leadership role.
- High degree of accuracy and diligence.
- Excellent interpersonal and customer service skills.
- Possess above-average math skills.
- Able to multi-task, prioritize job tasks, and work efficiently.
- Excellent verbal and written communication skills.



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- Able to work constructively and professionally in an environment that may be stressful due to adversarial situations resulting from the performance of the department's mission.
- Ability to comply with all Company Policies and Procedures including safety guidelines.
- Able to use the utmost discretion regarding sensitive department or company information.
- May be required to participate in more than one assignment at a time with frequent interruptions, changes, and delays. Has the ability to remain focused and work effectively, efficiently, and positively under such circumstances.
- Possess a valid Nevada driver's license.

SAFETY

Incumbents are required to comply with established safe work practices and attend all safety-related training provided or made available by the Association.

Sun City Anthem

2450 Hampton Rd

Henderson, NV 89052

Click here for more details [SCA Career Center](#)

NO PHONE CALLS

EOE

DFWP