**Director**

Functions

-Oversee all employee positions

-Hire employees

-Create and maintain budget

-Responsible for program selection

-Oversees expenditures and income

Education

-Bachelor’s Degree with at least 5 years of experience

Salary

-60,000 per year

**Staff Director**

-Coordinates weekly schedule for employees

-Manage staff duties

-Supervises staff positions

-Handles questions from staff and customers

-Provide evaluations of employees for the Director

Education

-Bachelor’s Degree

Salary

-40,000 per year

**Programmers**

-Manage programming staff

-Create special events for the resort

-Oversee all positions during an event

-Hire volunteers

-Create floor plans for events

Education

-Bachelor’s Degree in Recreation

Salary

-35,000 per year

 **Maintenance**

-Conduct routine operations for standard upkeep

-Provide schedule for custodial staff

-Maintain supply order for HVAC Systems and cleaning products

-Repair systems

-Maintaining equipment

Education

-Associate’ Degree and at least 3 years of experience

Salary

-40,000 per year

**Landscaper**

**-**Perform regular ground’s work duties

-Trim trees and hedges

-Maintain overall appearance of the resort

-Schedule seasonal workers

-Manage inventory of supplies

Education

-Experience in Horticulture

Salary

-30,000 per year

**Custodian and Housekeeping**

-Clean rooms and bathrooms

-Provide toiletries for guests

-Answering guests’ questions

-Provide fresh linens

-Able to fix minor repairs

Experience

-Any background in custodial work

Hourly Wage

-Minimum wage

**Pool Director**

-Handle lifeguard staff

-Schedule weekly staff

-Track inventory

-Ensure safety for guests and staff

-Create routine checks on chemical levels

Experience

-CPR Certification and at least 5 years of experience

Salary

-25,000 to 30,000 per year

**Security**

-Keep regular observation of site

-Provided security during special events

-Monitor security system

-Provide security for guests throughout the day

-Maintain a safe and secure environment

Experience

-At least 5 years of experience in related field

Hourly Wage

10.50 An hour

 **Spa Director**

-Oversees cosmetologists and masseur’s

-Oversees financial transactions

-Perform regular receptionist’s duties

-Coordinates program schedule

- Create staff schedule

Education

-Associate’s degree in Cosmetology

Salary

-35,000 per year

**Restaurant Supervisory**

**­**-Oversees all restaurant staff

-Determines menu selection

-Hires all restaurant staff

-Keep track of inventory

-Oversees food orders

Education

-Experience in Culinary School

Salary

-35,000 to 40,000 per year

**Gift Shop Manager**

-Keep regular upkeep of inventory

-Provide staff duties

-Ensure Customer Service

-Perform regular sales associate duties

-Oversee product orders

Education

-Managerial Experience

Salary

-35,000 per year