



Job Title: Director of Programming

Company: The Palms RV Resort is located in Yuma, Arizona. The Resort is one of America's finest active adult RV resorts. Our 60-acre community is only twelve years old, and consists of 453 lots that are occupied by owners and rental guests. The Resort offers an extensive program that includes entertainment, fitness and wellness, educational, and other activities. The Resort is winter snowbird seasonal running from October through April.

Basic Functions: Plan, direct, and administer all cultural, enrichment, educational, and entertainment programs for the Palms RV Resort and actively assist in the marketing and promotion of these programs. Work with the Social and Communications/Publicity Committees to develop new ideas for the owner and rental guest programming. Supervise Programming team members in accordance with department and resort policies. Recruit and engage instructors to lead various programs.

Supervision Received: General Manager

Work Performed:

- Foster a work environment of teamwork and mutual service by assisting co-workers and other departments as necessary to ensure owner/guest satisfaction
- Create an annual calendar of events, and effectively publicize those events in coordination with the General Manager and the Social and Communications/Publicity Committees
- Act as an Ambassador of the Resort by speaking positively about the Resort at all times
- Maximize profitability by constantly monitoring pricing and program expenses as well as departmental operating expenses



- Train and evaluate department staff in established resort service standards and policies
- Work collaboratively with the Resort's Chef to plan events that offer Food and Beverage service
- Complete event and other reports on time and accurately

Minimum Requirements:

Bachelor's degree from four-year College or University, or equivalent related work-related experience and/or training. Prefer at least three years' experience in program and event management and hotel/resort marketing and public relations experience. Must have strong organizational skills, excellent written and verbal communication skills and be able to perform and prioritize multiple tasks with ease. Computer skills required. Strong guest and team member skills. Strong work ethic and a positive attitude.

Required to work some nights, weekends and holidays with minimal supervision, and act as Manager on Site when General Manager is off-site. Salary commensurate with experience.

Please send resume' to [BillEvans@YumaPalmsRVResort.com](mailto:BillEvans@YumaPalmsRVResort.com)