

Resident Director Job Description

- Oversees the lodge to ensure that the members are happy and content. Aides in the development of new potential members
- Maintains all records, including financial records, and sends reports of activities to division headquarters regularly
- Prepares weekly activity reports for review at staff meetings, as well as recommendations for lodge programs and activities
- Works with a committee to plan special events, such as dances and receptions, when necessary
- Represents the lodge at community events and activities; for example, charity fund-raising drives or community celebrations such as parades or holiday parties
- Prepares cost estimates for new facilities, activities and programs; monitors budget expenditures closely to ensure that funds are used wisely
- Explains the benefits of membership to potential candidates and answers questions
- Arranges and implements fund-raising campaigns for special projects, such as new facilities or programs that renew the religious experience of members
- Keeps membership records up to date by obtaining admission fees for new members, issuing cards, and documenting all other transactions involved with a member's stay in the lodge
- Performs insurance and financial background checks for all candidates before they are accepted into the lodge and is responsible for checking references; files a report on each candidate's background
- Arranges for candidates to have special training, if needed
- Assigns potential members to new lodges or posts based on their abilities and interests and on lodge needs
- Oversees other staff members and oversees activities of subordinate members; provides guidance and direction to them as necessary

- Keeps a file of correspondence sent and received; arranges for filing of all official documents, such as bylaws, policies, minutes of meetings, correspondence, committee reports, etc.
- Advises lower-level staff regarding lodge programs and activities; counsels them on lodge policies and procedures
- Keeps informed about issues, problems and changes that require staff input or lodge policy revisions
- Keeps abreast of new developments in lodge operations, activities and programs and shares what he or she learns with lower-level staff members
- Resolves disputes between members; meets with dissident groups to hear their concerns and addresses them within the framework of the organization's policies and procedures
- Sets up facilities for special events such as club meetings, classes and activities.