



Forest Waters Club

Job Description for Club Manager

Summary:

The Club Manager directs the organization's activities and financial functions by performing the following duties personally, through subordinates, through independent contractors, or in conjunction with the Board of Directors.

Qualifications:

Bachelor's degree from an accredited college or university or two years of related experience and/or training, or an equivalent combination of education and experience.

Ability to read and interpret documents, such as safety rules, operation and maintenance instructions and procedure manuals. Ability to write reports and correspond effectively with the Board of Directors, members of the Club, employees of the Club and others who do business with the Club.

Ability to define problems, collect data, establish facts and draw valid conclusions.

Ability to work with personal computers and Microsoft Office, including Word, Excel and Publisher.

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of education, knowledge, skill and/or abilities required.

Operational Responsibilities:

Establishes operational policies consistent with the Board of Directors policies and objectives, ensures their execution and evaluates the results.

Ensures that activities and operations are carried out in compliance with federal, state, and local regulations, to include fire and liquor regulations.

Ensures the membership roster is current and complete. Ensures all members receive equal treatment as to service and information. Conducts exit interviews to ascertain reasons for separation.

Meets with prospective members to schedule the use of the Club's facilities, establishes contracts, maintains records for all future engagements, and coordinates advertising activities.

Analyzes recreational needs, interprets recreational programs and their philosophy to individuals and groups through personal observations and staff recommendations.

Develops and recommends new programs and ideas to the Board of Directors to promote and increase membership and membership involvement.

Writes and produces a monthly Club newsletter to be distributed to current and potential members informing them of Club services and events.

Conducts investigations of members conduct or financial responsibilities so as to enforce requirements of membership and reports the results of same to the Board of Directors.

Investigates accidents and prepares the required reports for insurance carrier(s) and the Board of Directors.

Maintains an adequate supply of inventory and equipment within the authorization of the Board of Directors.

Oversees the engagement and performance of independent contractors used by the Club.

Supervisory Responsibilities:

Directly supervises all employees of Forest Waters Club. Carries out supervisory role in accordance with the Club's policies and applicable laws.

Recruits and interviews all employees. Hires part-time employees and recommends hiring of full-time employees to the Board of Directors.

Oversees the training of new employees.

Plans, assigns, and directs employees' duties. Keeps the facilities and premises of the Club clean and in good repair.

Ensures that the responsibilities, authorities, and accountability of all employees are defined and understood and is responsible for rewarding and/or disciplining employees.

Responsible for preparing the evaluation reports of employees for the purpose of pay increases.

Conducts wage surveys within comparable labor markets to determine competitive wage scales.

Prepares employee separation notices and related documentation, and conducts exit interviews to ascertain reasons for separation

Prepares reports and makes recommendations to reduce absenteeism and turnover.

Represents the Club at personnel related hearings and investigations.

Financial Responsibilities:

Oversees the budget, audits, taxes, accounting, purchasing, real estate, and insurance activities for the Club. Analyzes, consolidates, and directs cost accounting procedures together with other statistical and routine reports for the Board of Directors.

Evaluates the Club's financial position and issues monthly financial and operating reports to the Board of Directors. Assists in preparation and issuance of the Club's annual reports.

Recommends short and long range plans and budgets based on growth and maintenance objectives.

Additional requirements may be added to this job description.