



## WOODBROOKE HILLS SWIM & TENNIS CLUB *CLUB MANAGER JOB DESCRIPTION*

Responsibilities include but are not limited to all facility management, including club operations, personnel management and training. This includes member satisfaction, swimming pool maintenance, staff scheduling and payroll, overseeing cleanliness and safety of the amenities and grounds on a daily basis, managing the concession area, overseeing the scheduling of club functions and rentals, and ensuring club policies are followed by staff and members.

The club manager reports directly to the Woodbrooke Hills board of directors, and oversees a staff of assistant managers and lifeguards. There will be direct daily contact in-season with members and guests.

Manager must be able to work part-time minimum beginning in April and full-time from mid-May to early-September (i.e. Memorial Day weekend through Labor Day weekend). Attendance at monthly Board meetings throughout summer is required and throughout the remainder of the year is preferred.

**Education & Experience:** Must have lifeguard training certification, CPR and first aid certification.

**Compensation:** Salaried based on experience. Performance bonuses are possible.

**Hours:** A minimum of 40 hours in-season are expected, though that can fluctuate based on various factors.

**Working Conditions:** Manual labor is required. Variable weather conditions and working with chemicals are expected in this position. Working well with large groups of people and managing staff during events are expected in this position.

**Physical Requirements:** Must be able to manually move heavy objects; climb in and out of the swimming pool, climb up and down ladders.

**Other Requirements:** Must be computer-savvy and able to communicate with the board, employees and members in person, via phone, and via e-mail and text; must be able to convey detailed or important instructions to employees, members and the board.

**How to Apply:** Please submit resume and cover letter via email to [communications@woodbrookehills.com](mailto:communications@woodbrookehills.com)

### Woodbrooke Hills Swim & Tennis Club

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