

Bear Creek Swim and Tennis Club Club Manager Job Description

The Club/Facility Manager of BCSTC is responsible for the following duties:

The Facility Manager will manage all aspects of the club which includes directly overseeing the pool and tennis operations, the physical plant, grounds, and all club sponsored events. A key role for the Club Manager is maintaining a healthy and successful club environment.

Specific Duties to Include:

1. Start up of the facility as directed by the Board of Directors of BCSTC.
2. Maintenance and management of the pool area, concession stand, tennis area and grounds as directed by the Board of Directors.
3. Perform all customary and necessary activities, managing, operating and maintaining BCSTC in accordance with policies, procedures and programs adopted by the Board of Directors and By-Laws.
4. Maintain health and safety standards, as mandated by applicable Local, State and Federal regulatory agencies.
5. Required to have a valid CPO, CPR, First Aid and Lifeguard Certification.
6. Maintain, repair or oversee the maintenance and or repair of BCSTC physical plant within the budgetary constraints as determined by the Board of Directors.
7. Coordinate scheduling of facility functions, including private parties and club events. This includes managing the scheduling book for reservations of functions.
8. Coordinate all aspects of management of facility staff, including assisting BCSTC Board Members with hiring the Assistant Manager(s). Additionally, the Manager will hire all remaining pool staff/lifeguards (with recommendations from the BCSTC Board as applicable) and will also coordinate facility staff, scheduling, discipline and training. Current employee schedule will be posted at all a times.
9. Notify the President or Vice President of the Board of Directors of any issues that may affect the normal day to day operation of the facility. This includes safety issues that may arise during the season.
10. Monitor the BCSTC telephone voice mail throughout the day and respond accordingly.
11. Hours not to exceed 40 hours per week without Board approval. Schedule to be arranged to assure that a Manager or Assistant Manager will be on duty at all times. Manager's schedule will include both day and evening shifts. Manager will report hours worked by self and all staff to the Treasurer, on a bi-monthly basis, by 10:00 a.m. every other Monday.
12. Management of daily collection of guest fees, party and concession monies, as well as stocking of concession items. All monies to be secured in the register during business hours and to be transferred to the safe after hours. Also required to reconcile monies daily and prepare deposits.
13. Coordinate the closing of the facility. This shall include, but not be limited to:
 - a. Deck and other furniture to storage.
 - b. Final cleaning of decks.
 - c. Shutting down and cleaning of concession.
 - d. Coordinating winterization of club and pool.

Duties may be modified at the discretion of the BCSTC Board of Directors.