



# THE AMELIA ISLAND CLUB



## ABOUT THE CLUB:

The Amelia Island Club is a premier private-equity Club that values family, relaxation and fun. Located on the southern tip of Amelia Island and nestled between the Atlantic Ocean and the beautiful marshes along north Florida's Intercoastal Waterway, The Amelia Island Club provides its members with unparalleled coastal scenery, premium amenities and a luxurious lifestyle.

Offering sweeping ocean views from its private pool deck and each of its three exclusive restaurants, The Amelia Island Club's Ocean Clubhouse is a stunning 23,000 square-foot facility where members can unwind and enjoy outstanding culinary creations from the Club's award-winning Executive Chef and culinary team. The Club's private Long Point golf course was designed by renowned course architect Tom Fazio and features a separate clubhouse and restaurant which offers both indoor and outdoor dining, a staff of seasoned golf professionals and a golf shop. Club members also have full access to Omni resort-owned facilities including Oak Marsh golf course, Little Sandy 10-hole course and the Health & Fitness Center which features an indoor pool, 23 Har-Tru tennis courts and 7 pickleball courts.

## THE POSITION:

The Assistant General Manager (AGM) plays a pivotal role in ensuring the smooth and efficient day-to-day operations of the country club. The AGM will oversee key areas including maintenance, housekeeping, dining, catering, and events, with a strong focus on elevating the Member and Team experience. Reporting directly to the General Manager, the AGM will be an essential leader and mentor, fostering a service-oriented culture that embodies the hospitality standards of the club. The AGM will be responsible for revenue growth, staff training, operational excellence, and contributing to the development and execution of the club's strategic goals, all while being a proactive, approachable, and emotionally intelligent communicator across all levels of the organization.

The AGM will implement and maintain industry-leading technology to improve operations, enhance the Member experience, and streamline communication across departments. The AGM will also serve as a liaison between the club's committees, Board of Directors, and management, facilitating communication and ensuring the vision and goals of the leadership are executed effectively. In addition to these duties, the AGM will participate in the development of the annual budget and capital planning process, focusing on driving growth through innovative ideas, operational efficiencies, and strategic initiatives.

Staff training and development are central to the AGM's responsibilities. The AGM will oversee staff recruitment, training, and performance management, with a strong emphasis on fostering a culture of continuous learning and improvement. Providing ongoing coaching and mentorship to staff will be a priority, helping them develop their skills and deliver exceptional service. The AGM will ensure that all services, events, and Member interactions reflect the quality and exclusivity that the club upholds.

The ideal candidate will have at least 5 years of experience in a management role within a luxury hospitality, country club, or related setting, with a minimum of 2 years in an assistant managerial capacity. A strong knowledge of golf operations, clubhouse management, food and beverage services, event coordination, and facility maintenance is essential. The AGM will be expected to be proficient in managing budgets, knowledge and/or management of capital projects and driving revenue generation through member experiences. Additionally, the candidate must possess expertise in technology tools and systems used in private clubs. Excellent interpersonal and communication skills, along with a deep understanding of leadership development will be essential in this role.

A Bachelor's degree in Hospitality Management, Business Administration, or a related field is preferred. Active participation in industry organizations and ongoing professional development is highly valued. The AGM will be expected to work flexible hours, including evenings, weekends, and holidays, based on the operational needs of the club.

If you are a dynamic, service-driven leader with a passion for hospitality and a commitment to excellence, we encourage you to apply for this exciting opportunity to help shape the future of The Amelia Island Club.

This role is ideal for a professional looking to advance their career and receive mentorship from an experienced General Manager in preparation for assuming a General Manager position at a similar club. The AGM will be working with and reporting to the General Manager, Patrick Tobey, CCM, CCE, who joined The Amelia Island Club in April of 2024 after serving as GM at Washington Golf and Country Club for the past sixteen years.

Compensation will be competitive and commensurate with experience and will include other standard benefits offered to management team members.

Interested candidates should submit a compelling cover letter and resume for consideration to Cynde Gilday, Human Resources Manager, at [gilday.cynde@ameliaislandclub.com](mailto:gilday.cynde@ameliaislandclub.com)