



The Place at Corkscrew is excited to announce the exceptional opportunity of General Manager. The General Manager directs and oversees all aspects of Club Operations including activities and relationships between members, guests, associates and community. The successful candidate must deliver a high quality member experience and provide an ICON Management hospitality culture.

<http://theplaceatcorkscrew.com/>

Property Description

The Place at Corkscrew is the brainchild of Cameratta Companies. This pinnacle of destination living located in Estero, Florida with 1,674 single-family homes.

The timeless Southern Plantation theme of The Place goes beyond the front entrance creating a warm welcoming arrival. Between the grand fitness center and café/ marketplace, inviting pool deck, restaurant and bar, and premier outdoor recreation, the amenity features are sure to impress.

Fitness

Residents enjoy an expansive 2-story fitness center and can take advantage of a variety of classes and activities ranging from yoga, aerobics, dance and other personal training classes. A day spa offers soothing massages as well as aesthetic services – the perfect complement to a strenuous workout or stressful day.

Waterside activities

The resort-style pool features a beach-entry flanked by rock waterfalls and a spacious patio with fire pit. Family members of all ages can enjoy the splash park and giant water slide or compete in a vigorous game of beach volleyball.

Racquet sports

Residents can choose from a variety of athletic courts for tennis, pickleball, bocce ball, and basketball. The onsite racquet center and pro shop delivers added convenience. Players of all levels can perfect their strokes with the state-of-the art ball machine.

Social

A sprawling clubhouse anchors The Place at Corkscrew and boasts a number of multipurpose gathering spaces for clubs, excursions, classes, and private parties. Younger residents can meet at the shaded, fenced-in playground, complete with swings, zip-lines, and slides.

Dining

The clubhouse is also home to the Barefoot Bar & Grill, a full-service restaurant with indoor and outdoor seating. Residents can wake up with a morning cup of espresso and savor hand-dipped ice cream at the adjoining café and coffee bar.

Essential Job Functions:

- Delivers and promotes prompt, courteous and friendly service to all members, guests and employees.
- Motivates, directs, and manages staff members on a daily basis.
- Plans, develops and approves specific operational policies, programs, procedures and methods in concert with general policies.
- Ensures that goals and objectives of the Club are defined, understood, evaluated and implemented on a continuous basis to meet the expectations of the membership, Board of Directors, and Management.
- Develops, maintains and administers a sound organizational plan; initiates improvements as necessary, within management agreement guidelines.
- Coordinates the development of operating and capital budgets according to the budget calendar; monitors monthly and other financial statements for the club; takes effective corrective action as required.
- Coordinates with Board of Directors and corporate the development of the club's long range and annual business plans.
- Ensures compliance with club controller that corporate policies, procedures and HOA statutes are met
- Ensures all financial reports meet the corporate and Board of Director's reporting deadlines.
- Understands and keeps abreast of club's financials and generates month-end variances and financial reports.
- Develops operating policies and procedures and directs the work of all department managers.
- Monitors the quality of the club's products and services, and ensures maximum member and guest satisfaction.
- Confer regularly with the Community Association Manager to ensure all documentation for community member's meetings, turnover meetings, annual meetings, Board elections and Board of Directors meetings adherence to Florida Statute and are available for review.
- Confer regularly with the Community Association Manager that all common areas, single family homes and facility grounds are well maintained.
- Attends Board of Directors meetings to discuss, resolve and execute Board decisions.
- Ensure association requirements, rules and regulations are consistently implemented, violations identified and appropriate corrective actions taken.
- Maintains membership with professional associations. Attends conferences, workshops and meetings to keep abreast of current information and trends.
- Secures and protects the club's assets, including facilities and equipment. Ensures a preventative maintenance plan is in place and executed.
- Collaborate with the food and beverage department to ensure a robust operation that delivers quality, consistency and membership satisfaction.

Position Summary

Manages all aspects of the club including its activities and the relationships between the club and its members, guests, employees, community, government and industry.

*The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and safely. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Please speak to your supervisor if you feel that you require an accommodation.

Education/Certificates/Licenses/Training

High School Diploma required, Bachelor's Degree preferred. Club Manager's Association of America (CCM) preferred. Community Association Manager (CAM) License required. Must obtain any required local and state licenses or certifications.

Experience/Background/Knowledge

Previous management experience in Club and association operations required. A minimum of ten years of professional experience is preferred. Proven leadership experience is mandatory.

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Benefits

ICON Management offers benefits to all full time employees the first of the month following 60 days of employment. The following benefit programs are available to eligible employees:

- Health Insurance (includes a generous employer contribution)
- Vacation
- 401K and employer contribution
- Paid holidays
- Life Insurance
- Employee Assistance Program

Please send cover letter and resume to:
James Mason Regional Director of Operations
jmason@theiconteam.com

The Place at Corkscrew
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