

The Racquet Club at Ocean Reef

Assistant General Manager Position

General

The Racquet Club is a private club within Ocean Reef with about 175 members. The Club has 10 har-tru tennis courts, 1 hard surface tennis court, 8 pickleball courts, and 1 bocce court. Additionally, there is a large clubhouse (without restaurant services) that is used for card playing, member social events and third-party events.

Job Responsibilities

Working closely with the Club's General Manager on all areas of operation including:

- 1) Maintenance of building, courts, and landscape
- 2) Management of staff
- 3) Oversight of member communications and website
- 4) Management of member and third-party social events
- 5) Financial matters: billing, cost control, budget preparation and performance, capital projects and financial statement preparation
- 6) General membership management and administration

Job Qualifications

The ideal candidate will have an administrative background in the private club industry. Accounting and/or financial management experience is required.

Compensation

Competitive base salary, bonus provision, medical and retirement plan.

Please submit resumes to Cheryl Conklin, General Manager - Racquet Club at Ocean Reef, at racquetclub212@gmail.com.