



Club Manager of Dublin Lake Club, Dublin, New Hampshire

Dublin Lake Club Description: The Dublin Lake Club is a private seasonal club on Dublin Lake in southwest New Hampshire. The Club is family focused and is currently operated primarily by member volunteers. The Club has about 240 member families, with a lake campus and a nearby golf campus. The lake campus features a historic clubhouse and supports social activities, member events, seven clay tennis courts, swimming beach and sailing from June through August. The golf campus consists of a clubhouse and 9-hole course that is available to members from May through October. Neither campus provides food service other than catered events. The Club is financially stable, with a historically strong membership level and healthy financial reserves.

The Position:

The Club Manager is a newly created position and would be full-time during May through October and part-time November through April, with more activity in the spring than in the fall. The Club Manager will report to the President of the Board of Directors and would be responsible for overseeing the day-to-day operations of the Club during the season. During the off season the Club Manager would work with the President and Board/committee chairs. The responsibilities during the off season include planning for the upcoming season, facility maintenance, website maintenance and communication with the membership, all on a part-time basis. The Club Manager would be expected to assist in the preparation of materials for Board meetings and to participate as needed. The Club Manager would also work with the Business Manager and, during the season, the House Manager, each of whom has many years of experience with the Club.

The Club Manager's Responsibilities Include:

Staff: The Club Manager will have overall responsibility for the hiring and supervision of the seasonal staff of the Lake Campus, which includes lifeguards, sailing staff and building and grounds staff.

Facilities: The Club Manager will be responsible for the facilities at the lake campus, including opening and closing of the Club, maintenance of the facilities and any capital improvements and other projects approved by the Board. The Club Manager would also be responsible for supervision of an expected large capital project to relocate existing bathhouses and expand the beach and kayak launch area.

Coordination of Activities and Programs: Working with the committee chairs, the Club Manager, supported by the House Manager, will be responsible for overseeing the Club's many social, artistic, childrens and athletic programs.

Budget and Finance: The Club Manager will propose and monitor the operating and capital expenditure budgets, with the assistance of the Treasurer, Business Manager and committee chairs.

Communications: The Club Manager will be responsible for the website (which uses Clubessential) and all communications with the membership, including a week at a glance summary during the season.

Membership: The Club Manager needs to be visible to the membership at the lake campus during the summer months, and make every effort to know the members.

Compensation: Club Manager will be a year-round salaried position and compensation will be commensurate with experience.

How to Apply: Please send a resume and a letter explaining why you would be a good fit for this position to Club Treasurer Michael Morison at mmmorison@gmail.com.