

**CLUB MANAGER PROFILE**  
**CATALINA ISLAND YACHT CLUB**  
**AVALON, CALIFORNIA**

**THE CLUB MANAGER (CM) OPPORTUNITY AT CATALINA ISLAND YACHT CLUB (CIYC)**

The Club Manager role at Catalina Island Yacht Club is an opportunity for a service-oriented professional who wishes to lead a family club on the harbor in Avalon, California. The club is looking for an individual to play a key role in ensuring a positive, professional and service-oriented club environment for all members and their guests. One of the primary responsibilities of the Club Manager is to treat members and their guests with the utmost courtesy and respect, thereby affording them all the privileges and services that come with ownership in a private club. This is a year-round position with seasonal emphasis from May through September. Due to the extensive hours required in season, it is preferred that the candidate live on the island. A small apartment is available on the club premises.

**CATALINA ISLAND YACHT CLUB**

The Catalina Island Yacht Club brings boaters to a historic clubhouse located in a world-renowned destination. Our mission is to provide our yachting members a comfortable and attractive facility that encourages social interaction and camaraderie. We pursue our mission through the efforts and generosity of our members and by our dedication to the preservation and enhancement of our unique home in Avalon. We will always be a friend and advocate of the city of Avalon and a protector of Catalina Island.

**CATALINA ISLAND YACHT CLUB BY THE NUMBERS**

-At present, there are approximately 180 members, many of whom who own moorings in Avalon Harbor.

-\$20,000 Initiation fee

-\$2,475 annual dues

-\$500,000 Gross Revenues

-\$85,000 Bar volume

-\$180,000 Total annual payroll

- One Employee (FTE); 10-15 part-time bartenders/dock personnel/cleaning crew

-Average age of members 60-70

-The Club is organized as a 501 (c), not for profit organization

**CATALINA ISLAND YACHT CLUB WEBSITE:** [www.catalinaislandyachtclub.com](http://www.catalinaislandyachtclub.com)

**CLUB MANAGER POSITION OVERVIEW**

The Club Manager will have the responsibility for all day-to-day operations of Catalina Island Yacht Club. While the club experiences peak operations during the summer season, the CM role is a year-round

position. He or she will direct and administer all aspects of food, beverage and dock operations, coordinate business office and building maintenance as directed by the club Treasurer and House Chairman, and support planning and execution of weekly member-organized special events. Priority must always be to ensure outstanding service to members and guests.

While all typical competencies are important, our need is for a Club Manager who enjoys being actively engaged, who wants to be part of a relationship-based, smaller club environment in a summer weekend-oriented community.

**KEY ATTRIBUTES AND INITIAL AREAS OF FOCUS ARE EXPECTED TO BE:**

- Ability to comprehensively manage a clubhouse and dock facilities throughout the year. Knowledge of all internal workings of the maintenance related to the clubhouse.
- Financial and business acumen is required, including the ability to set and work within budgets.
- The ability to manage all club operations, including hiring and overseeing staff, ordering supplies and tracking inventory. Experience with POS systems and a working knowledge of Word, Excel and Power Point is required.
- Being an excellent communicator who can effectively engage with staff, Board, members and guests as well as outside contractors.
- Someone who is calm, credible, a good listener, gains the respect of the staff and fully reflects the casual, friendly culture of the club.
- Effective leadership working with volunteers on the Board and committees, providing thoughtful and reasoned recommendations.
- Solid understanding of CIYC's unique place in Avalon as a seasonal club, as well as its culture and member demographics.

**ADDITIONAL AND REITERATED CANDIDATE QUALIFICATIONS**

- A service-oriented professional in an active, family-oriented, member-owned club environment is preferred. Non-current CM's with quality mentoring and management experience will be considered. Non-club industry candidates must be able to demonstrate their knowledge and strengths in working with active volunteers in Board and Committee roles within a non-profit dynamic.
- Comfortable working in a more casual club environment, supporting rather than changing its culture.
- Comfortable with a seasonal schedule: four months of intense activity and eight months of off-season maintenance, repairs, licensing and operations.
- Desirous of the island lifestyle.

## **SKILLS AND COMPETENCIES**

-A confident, diplomatic, respectful and competent professional who is a take-charge person with strong organizational skills who recognizes the importance of accountability. A creative problem-solver who commands respect through professional interactions and integrity.

-A person who can enforce club rules in a positive and productive manner without alienating members or staff.

-A charismatic individual with a sense of humor and a pride in the role that is commensurate with the culture and expectations of a friendly, fun, and supportive membership.

-The Club Manager is expected to maintain appropriate professional relationships with the individual members of the club. The Club Manager should strive to treat all members equally. The Club Manager's social, non-club activities that also involve individual members should be limited in nature, restricted to times that do not conflict with the Club Manager's working hours and responsibilities at the club.

## **EDUCATIONAL AND CERTIFICATION QUALIFICATIONS**

-A minimum of two years of college with a focus on Hospitality Management is desirable.

-In lieu of a degree, substantial private club or hospitality industry experience will be considered.

-From the club industry, certified Club Manager (CCM) designation is encouraged with further certifications being of interest as a commitment to ongoing and lifelong learning and networking.

## **SALARY AND BENEFITS**

Salary is open and commensurate with qualifications and experience. The Club, along with the typical CMAA benefits, offers a bonus and benefit package. Housing is available as an option.

**INSTRUCTIONS ON HOW TO APPLY:** Please send resume and cover letter to: [CIYCSearch@gmail.com](mailto:CIYCSearch@gmail.com)

***Preparing a thoughtful letter of interest and alignment with the above noted expectations and requirements is necessary.*** Your letter should be addressed to Mr. Tom Thacker, Search Committee Chairman, and clearly articulate why you would like to be considered for this position at this stage of your career and why CIYC and Avalon, California will be beneficial to both you and the Club if selected.

Expressions of interest in this role must be presented no later than January 25. Interviews will occur during the week of February 4, 2019, with an expectation that the new Club Manager is on board in early Spring 2019.

If you have questions please email [CIYCSearch@gmail.com](mailto:CIYCSearch@gmail.com)