

To: Golden Chapter of CMAA
From: Southwestern Yacht Club
Date: April 10, 2019
Subject: Job Listing for Club Manager

Southwestern Yacht Club is pleased to announce an immediate opening for a full-time Club Manager.

This is a lifechanging opportunity. SWYC has an unmatched location in a beautiful Point Loma residential area within the Shelter Island Yacht Basin. There are nearby walking trails, restaurants and boating services, plus quick access to San Diego Bay and the Pacific Ocean. With incredible Point Loma and San Diego Bay vistas, SWYC also boasts a beautiful, state-of-the-art yachting clubhouse and facilities which were refurbished in 2010.

Nearing its centennial anniversary, SWYC was formed in 1925 by visionary yachting enthusiasts looking for ways to enjoy each other's company and to share their passion for boating. Since then, the Club has developed into a full-service operation with more than 800 members embracing all forms of yachting, fishing and social activities, all while earning a reputation as being the friendliest club in the area.

The Club Manager will report directly to the Commodore under the direction of the Board of Directors and will be responsible for managing all aspects of the Club including its activities and relationships between the Club and its Board of Directors, members, guests, employees, community, government, and industry. To assist with these tasks the Club Manager will directly supervise the Controller, Head Chef, Food and Beverage Manager, Facilities Director, and Junior Program Director.

Furthermore, the Club Manager will: (1) coordinate and administer the Club's policies as defined by the Board of Directors; (2) prepare reports requested by the Board and report to the Board on the effectiveness of the Club's policies, operations and programs; (3) develop operating policies and procedures and direct the work of all department managers, who in turn will direct the work of other employees; (4) secure and protect the Club's assets, including facilities, docks, equipment and brand; (5) ensure that the Club is operated in accordance with all applicable local, state and federal laws; and (6) implement and monitor the budget, monitor the quality of the Club's products and services and ensure maximum member and guest satisfaction.

Preferred Criteria/Experience:

- Honesty, integrity, accountability, leadership and dedication to the job and club industry
- Demonstrated interpersonal relations skills
- Excellent communication skills (i.e., verbal and written)
- Demonstrated competency in club administration and substantial experience in club or hospitality industry management
- Able to communicate the Club's vision
- Familiarity with JONAS club software and point of sale systems.

Duties May Include:

- Implementing general policies established by the Board of Directors and directing their administration and execution
- Attending meetings of the Club's Board of Directors
- Coordinating and serving as a contributing member of appropriate Club committees
- Planning, developing and approving specific operational policies, programs, procedures and methods in concert with general policies
- Coordinating the development of long-range and annual business plans
- Coordinating development of operating and capital budgets according to the budget calendar
- Analyzing financial statements, managing cash flow, establishing controls to safeguard funds, reviewing income and costs relative to goals and taking corrective action as necessary
- Coordinating with outside vendors or businesses in the context of capital program projects, refurbishments or repairs.
- Enforcing the rules of the Club and report member infractions or violations to the Board of Directors
- Receiving and, if appropriate, investigate incidences of employee misconduct or inattention to duty
- Safeguarding all records and keep safely the corporate seal, charter, minutes, property records and contracts
- Developing, maintaining and administering sound organizational plans and initiating improvements as necessary
- Establishing, initiating and monitoring basic personnel policies, training and professional development programs
- Providing advice and recommendations to the Commodore and committees about construction, renovations, maintenance, materials, supplies, equipment and services not previously authorized in approved plans and/or budgets
- Welcoming new Club members and attending Club functions to meet and greet Club members and their guests
- Reviewing and initiating programs to provide members with a variety of popular events
- Coordinating marketing and membership relations programs to promote services and facilities to potential and present members.
- Overseeing the care and maintenance of physical assets and facilities
- Ensuring the highest standards for food, beverage, entertainment and other services
- Establishing and monitoring compliance with purchasing policies and procedures
- Employ and discharge employees
- Working with department heads to schedule, supervise and direct the work of all employees

Education and Certifications:

- Bachelor's degree from a four-year college or university.
- Hospitality Management major preferred. (Substantial private club or hospitality industry experience may be considered in lieu of a formal college degree.)

Southwestern Yacht Club offers a competitive compensation package that includes health and dental benefits, 401(k) program, and sick/vacation leave. The environment is professional, relaxed, and friendly. Interested applicants should email a cover letter, resume, and salary requirements to swyc.gm@gmail.com.

Southwestern Yacht Club is one of the San Diego's preeminent boating organizations. Membership includes approximately 850 members from Southern California and Arizona, as well as a number of members who are currently off cruising. Located in at its current location in Point Loma since 1951, the members are proud of their new 15,000 square foot clubhouse, 385 wet slips, and 46 dry slips. The Club is open seven days a week, 365 days a year.

A long-time member of the Southern California Yacht Association (SCYA) and San Diego Yacht Club Association (SDCYA), Southwestern Yacht Club extends reciprocal privileges to members of other yacht clubs in this area and around the world. Sail and power are both well represented in the Club. Organized Club activities center on fishing, sailing, cruising, competing, social events, community service, educational programs and a great Junior Program with a history of producing world class and Olympic sailors.

For more information about the Southwestern Yacht Club, visit the Club's website at www.southwesternyc.org.

Southwestern Yacht Club
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