***CLUB MANAGER – PENINSULA TENNIS CLUB***

***Job Description***

**JOB DETAILS**

**Salary** $68,000 - $76,000 DOE

**Job Type/Status/Days/Hours** Four day per week exempt position; initial work schedule of Wednesday through Saturday. Approximate hours are 9am to 5pm.

**QUALIFICATIONS**

6 years management experience preferred

QuickBooks and general accounting background required

Facility with Google Docs and Sheets preferred

**PROPERTY OVERVIEW** Peninsula Tennis Club is a family-oriented, non-profit, private, member-owned tennis club located in Burlingame, CA. We have 240 member families. Our facilities include 7 tennis courts, a pool and spa, a fitness room, and a small café.

**POSITION OVERVIEW** The Club Manager is responsible for the day-to-day workings of the Club. The Club Manager must be responsive to meeting the needs of members and is the main point of contact and communication. The Club Manager keeps the Board of Directors informed of all important matters. We are searching for an energetic, positive individual who will support members as they enjoy all that the PTC has to offer. To succeed in this position you should be upbeat, decisive, discreet and responsible. You should also be organized and possess strong interpersonal skills.

**REPORTS TO** The PTC Board of Directors

**DIRECT REPORTS** Assistant Manager (1), Café staff (1), and maintenance staff (1)

**PRIMARY AREAS OF RESPONSIBILITY** Bookkeeping and Accounting, Member Services and Communication, Facility Operations, Property Management, Facility Supplies & Vendor Management

**RESPONSIBILITIES AND DUTIES**

* HandleMember relations and concerns, all membership applications and accounting
* Manage employees and their schedules, process payroll
* Handle all of the Club’s banking needs
* Quickbooks accounting – prepare all financial statements, accounts payable, accounts receivable, member statements, charges, prepare quarterly sales tax returns and annual property tax returns, provide information to CPA as needed, provide all financial information to the Finance Chair, maintain budgets for the Club and all committees
* Ensure compliance with health and food safety certification and training, County inspections
* Communications – create and send blasts to membership, contribute to the Drop Shot (quarterly Club newsletter)
* Vendors – handle all weekly Costco shopping, online ordering, club supplies, janitorial and maintenance purchases
* Meetings – prepare for and attend all Board (monthly), Membership (quarterly) and various committees as needed
* Scheduling – handle USTA Club court calendar and court reservations; arrange for offsite court reservations as needed
* Support Board initiatives and all Club committees
* Club maintenance - work with employees and outside vendors to maintain Club landscaping and keep Club equipment in good repair, maintain pool and spa chemicals

Please, non-PTC Member/non-PTC Member family applicants only

*To apply, please send a resume and cover letter to Kris Willig at ptcmgrsearch23@gmail.com*