

OVERLAKE GOLF & COUNTRY CLUB ATHLETICS & RECREATION DIRECTOR POSITION PROFILE

Overlake Golf & Country Club was originally established in 1927 on this beautiful site in the hidden neighborhood of Medina, Washington. It has evolved over the years into a family country club with modern values and has become a place where the members gather to enjoy dining, social activities, golf, tennis and aquatics with family, friends and business associates. We are known as the premier family club in the Pacific Northwest and we take great pride in our unrivaled hospitality, our commitment to environmental stewardship, and in developing our staff.

Success in this role starts with an outgoing personality and warm sense of humor, flexibility, excellent written and verbal communications skills, a commitment to continuous improvement, an attitude of "it's all about the team," and well-developed senses of anticipating needs and fanatical attention to detail.

Reports to: General Manager

Classification: Exempt, full time

Supervises: Pool Operations Manager, Aquatics Program Head, Racquets Program Head, Athletics Camp Manager, Fitness Contractors, all employees or contractors of the Athletics & Recreation department.

Pay Structure & Benefits: Pay ranges from \$80,000 to \$90,000 per year, performance bonus, comprehensive benefits package.

Job Summary

Responsible for executive management of Athletics & Recreation, including administration, programing, operations, retail, and member events activities ranging from swimming, tennis, pickleball, fitness/athletics, camps/junior programming, non-golf outdoor activities. Create, promote, and lead an exceptional recreation experience for our membership and guests. Foster a positive work environment of structure, professional development, and operational excellence for employees and contractors.

Education and/or Experience

- Bachelor's degree with focus on management, business, accounting, or industry-related or equal experience preferred
- Strong leadership experience and qualities
- Proficient in communication (written and interpersonal) and customer service
- Four years management/director experience, prefer Golf and Country Club background or like environment

Job Knowledge, Core Competencies and Expectations

- Passion for excellence, innovation, and service
- Proficient in large recreation operation including budgeting, planning, and leadership
- Comprehensive knowledge of operations related to activities such as swimming, tennis, pickleball, camps, and fitness
- Comprehensive knowledge in pool equipment operations and court maintenance
- Strong understanding of all roles in the department and ability to fill in for any position required
- Knowledge of and ability to perform required role in emergency situations

Job Tasks/Duties

- Deliver a high-quality facility experience, ensure safety, cleanliness, and good working order
- Create and design recreation programming, operational offerings, and rec-based member events.
- Utilize and build operating structures, curriculums, and standards for Recreation programs, operations, services, and events
- Plan programs according to the monthly and yearly calendar
- Serve as an ambassador of Overlake membership, guests, and employees
- Collaborate with Director of Communications to ensure strong communication and marketing of recreation programs. Contributes articles for club's newsletter and website
- Select, train, supervise, schedule, and evaluate staff in the Recreation Department
- Account for member charges, registration, payroll information
- Oversee the retail sales operation of the Recreation Department
- Coordinate the purchase of departmental supplies and merchandise for resale
- Ensure that all applicable daily reports are completed correctly, approves and reviews outgoing communications and contracts when necessary
- Manage all independent contractors who service Recreation-related programs, operations, events, and services
- Assist departmental management staff in implementing club policies, goals, operating procedures, and standards
- Oversee all operational policies, procedures, controls, and fee structures to ensure the safekeeping of assets, inventory, and resources
- Attend management meetings, conducts staff meetings
- Pursue continuous development and education and for Recreation leadership team to enhance image, quality, and offerings of the department
- Prepare and monitor operating and capital budgets, takes corrective action as necessary to help assure the budget goals are attained, collaborates with Controller as needed
- Complete appropriate assignments and projects assigned by the General Manager
- Collaborate with maintenance, engineering team, Executive team, Catering and F&B Managers to deliver strong member events, create a great experience as well as BEOS for service points

Licenses and Special Requirements

- Certified in First Aid & CPR
- Certified Pool Operator OR can attain within 2 months of hire

Physical Demands and Work Environment

- Environment is loud, busy, high-action service-points
- Ability to work outdoors in the weather while on duty
- Ability to interact with dozens of employees and potentially hundreds of members per day during high season
- Working knowledge of swimming, tennis/pickleball, and complete fitness workouts
- Ability to bend, stretch, twist or reach, walk, stand, stoop, climb stairs, balance and/or crouch
- Continuous repetitive motions
- Push, pull and lift 50 pounds