

CLUB MANAGER POSITION POSTING

WASHTENAW ALANO CLUB

SUMMARY

Under the supervision of the Board of Directors, the Club Manager is responsible for maintaining the day-to-day operations of the Club, coordinating and facilitating special events and projects, and interfacing both internally and externally to ensure overall success of Club activities. The Club Manager is expected to lead by example, follow all rules and regulations, and treat employees and patrons with dignity and respect. The manager represents this organization and its mission even when he/she is not on the grounds.

The position requires a **minimum of one year of sobriety**. Prior experience in management, business operations, nonprofit organization, or a related field is preferred.

To apply for this position, **please submit a cover letter and resume to wacmembership995@gmail.com**. In your cover letter, please explain why you are interested in the position, what involvement you have had with the organization, and the experience you have that is relevant to the position. Please review all responsibilities and necessary skills below before applying.

The hiring committee will contact suitable applicants for interviews after the position has been posted for two weeks.

OPERATIONAL RESPONSIBILITIES

- Manage day-to-day Club operations
- Order and stock product/supplies, including literature, tokens, jewelry and merchandise, snacks, beverages, janitorial supplies, office supplies, etc.
- Manage employees including interviewing applicants, training new hires, setting employee schedules, setting staff meetings, and holding employees accountable for their duties.
- Oversee day to day use of the register including correcting errors, reconciling employee drops, running reports, entering inventory, setting up new items, etc.
- On-call for all issues while the facility is open for business.
- Accountant preparation including timesheets, deposits, month-end reporting/statements, inventory entry and quarterly actual inventory counts, invoicing, reimbursements, etc.
- Maintain and update computers, printers, routers, and other systems including ordering supplies, and installing new hardware/software, and facilitating repairs when necessary.
- Keep property in a state of continual operations including overseeing general grounds maintenance, keeping inspections current and maintaining compliance, and facilitating building repairs and maintenance.
- Maintaining club meeting schedule including facilitating requests for new meetings and group events, maintaining meeting contact list, and maintaining meeting space and locker inventory.
- Manage community service workers and volunteers, including identifying tasks to be completed, tracking hours, sending verification to probation officers, etc.

- Maintain membership list and assist with membership retention including renewal reminders, thank you packets, and updating membership brochures.
- Serve as custodian of electronic and physical records including policies, bylaws, minutes, employee records, financial records, and committee reports.
- Serve as a representative of the organization and ensure Club Rules and Policies are adhered to by all members, patrons, and staff.
- Address questions and concerns of Club patrons.
- Complete additional assignments at the request of the Board of Directors.

PROJECT-BASED RESPONSIBILITIES

- Coordinate volunteers for events/projects.
- Interface with Board and Committees on special events/projects.
- Assist with event coordination, scheduling and planning, promotions and communications, and other needs for special projects.
- Special projects include but are not limited to:
 - Annual Membership Meeting and Elections
 - Membership Drives
 - Fundraising projects (March Match, Giving Tuesday, Christmas Tree Sales, Jewelry Sales, Year-End Mainings, Legacy Giving, Endowment Fund)
 - Social Events (Alkathons, Holiday Dinners, Summer Picnics, Angels' Night, Raffles, Special Events)
 - Building and Grounds Projects (Spring and Fall Clean-Up, Capital Improvements)

SOFT SKILLS

- Good written and verbal communication skills
- Strong interpersonal skills
- Management/supervisory skills
- Attention to detail
- Strong organizational skills
- Creativity
- Flexibility and adaptability
- Computer skills (Microsoft Office, Adobe Illustrator, Wordpress, PayPal, Square, Quickbooks)
- Ability to work as a team player while also being self-motivated and able to work independently.

REQUIREMENTS

- Must have a valid Michigan Driver's License and reliable transportation
- Must have a High School Diploma or equivalent. Further education or training is a bonus.
- Prior experience in management, business operations, nonprofit organization, or a related field is preferred.
- Must have a minimum of one year of sobriety