

Aerie 2809**Gig Harbor Eagles Club Manager position**

Compensation: \$1,300 monthly salary

Job Description: To manage all aspects of the club with focus on improved efficiency, profitability, increased revenues and consistency in sales.

Responsibilities:

- Managing, renting, and scheduling functions/ rooms for events.
- Attend trustee's meetings
- Work with the Lounge Manger and Kitchen Manager to purchase of all merchandise for the social rooms, and all other supplies
- Interact with members to identify member preferences and opportunities for improvement.
- Managing janitorial staff
- Manage the RV park scheduling and contracts.
- Monitor and evaluate the physical integrity of the club facilities and equipment.
- Manage the marketing and publicity of the club, including advertising in social media.
- Organize and manage outreach events.
- Be a liaison between members and trustees regarding complaints.
- Other duties as assigned.

The Club manager will focus all efforts on making the Eagles club a place that services members of all age groups. The manager will use a balanced approach with equal focus on improving efficiency/cost controls and developing new ways to entertain members/grow sales.

Requirements:

- Must be 21 years or older
- Strong organizational and communication skills
- Managerial experience preferred
- Must obtain Food Handlers Permit prior to start date
- Schedule: 15-20 hours weekly

Vacation:

- Vacation: 1 week paid per year after 1 year of employment

Email resume and cover letter expressing interest to: trustees@gigharboreagles.com