

General Manager - Overview and Job Description

Old Willow was founded in 1959, generations of families from around the North Shore have spent their summers by the pool and on the tennis courts at Old Willow. We are looking for a general manager (GM) to oversee programs, operations, and the staff. The position is full time during the summer months (Memorial Day to Labor Day) and part time in the accompanying months (April, May, September). The general manager should be a friendly, outgoing presence at Old Willow, and be well organized and have a strong grasp of details.

Roles and responsibilities include:

- Oversee staff: manage scheduling, employee onboarding, and payroll
- Work with Board, staff and members to coordinate and operate social events, swim meets, and tennis matches and events (attendance/fees, volunteers, setup/clean-up, etc)
- Oversee vendors for season opening/closing of the club and with overall daily maintenance (pool and pool room, clubhouse, kitchen, grounds, etc.)
- Socialize and interact with members, families and guests
- Ensure club is clean, safe and running smoothly

The general manager is expected to work 40 hours / week during summer months (Memorial day to Labor Day). The GM opens and closes the club for the season and on a daily basis (in coordination with the assistant managers and staff). The GM oversees facilities and programs on a part time basis for approximately 6 weeks before and after Old Willow's season.

Pool Operator and Lifeguard certifications preferred. Competitive seasonal salary.

Interested parties should send a resume to drew.turitz@gmail.com.