

SAN CLEMENTE SHORECLIFFS BEACH CLUB MANAGER

BACKGROUND:

The San Clemente Shorecliffs Beach Club (SBC) is seeking a new manager for its beach club. Shorecliffs is a residential community in north San Clemente of approximately 500 homes, and the community has a private beach club located on the beach known as “Poche”. The SBC is open daily each year from Memorial Day through Labor Day, and it is open on certain weekend days at other times during the year. The SBC is used primarily by its members (residents of Shorecliffs) during summer days and has two paddle tennis courts, a basketball court, tether ball, ping pong, and a children’s playground that includes swings and a jungle gym. There is also a volleyball court which is available depending on the beach erosion. Additionally, on Friday and Saturday nights during the summer, the SBC is open for members to grill, dine and socialize with their neighbors and guests. The SBC has recreational events during the year celebrating Easter, Memorial Day, Fourth of July, Labor Day and other special events. Members may rent the SBC for private parties during the off-season and other times when the club is not open to general membership.

QUALIFICATIONS:

The ideal candidate will have both prior managerial and custodial experience and be an energetic, self-starting individual. Property management experience is also desirable. The Beach Club Manager (BCM) must be responsive to last-minute requests and willing to work unpredictable hours. While the position reports directly to the SBC Board of Directors, the BCM will be made available to all members.

JOB DESCRIPTION:

The BCM has the following general responsibilities:

- Manage the day to day operations of SBC, which is a full-time position in the summer including week-ends and part-time in the off season;
- Embrace club Rules and Regulations to ensure the safety and enjoyment of members;
- Ensure that the SBC is kept clean-its kitchen, bathrooms, outdoor grills and grounds, paddle tennis and basketball courts, trash removal, etc.;
- Recruit, hire, train and manage staff employees;
- Be available and responsive by mobile phone for calls directly from SBC board members and Shorecliffs residents;

- Identify maintenance issues, and assist designated board members in hiring appropriate handymen/contractors to make necessary repairs;
- Order and maintain inventory of supplies;
- Coordinate with Activities Director for special events;
- Manage the booking, fee collection and coordination of club rentals;
- Attend monthly board meetings with a manager's report to provide updates on maintenance, staffing, rentals, etc.;
- Write Manager's Report for the four newsletters during the months of March-August.

COMPENSATION:

Compensation for this position is a blend of a set monthly salary plus an hourly rate. Additionally, the BCM is compensated for each private party. Salary and hourly rates will be determined based on experience. The BCM position is the highest paid position available in the SBC and therefore there will be no opportunity for job advancement.

For more information, please email Dorothy Melia at dmelia6@cox.net.