

We're Hiring

CLUB MANAGER

➤ Responsibilities:

* Point of Contact for Members

- Represent the club in ongoing communications between the Board of Governors, Staff, Members and Vendors.
- Assist with new member onboarding at the club; make sure our new members learn about the club and its offerings.

* Manage the Seasonal Lifeguard Staff

- Assist with hiring and on-boarding of staff for the season.
- Manage the schedule of staffing and ensure shift duties are regularly being documented.

* Oversee General Club Management

- Act as a liaison between Board of Governors, and Staff to manage on-site vendors and address club needs.
- Manage inventory of snacks for sale to members and office/cleaning supplies used daily.
- Manage reservations of parties and events at the club.

* Job is seasonal, 10 hours a week from May 1st through September 30th.

➤ Requirements:

- Proven experience in a managerial type position with excellent organizational and leadership skills.
- Outstanding communication and interpersonal abilities; ability to use text message, email, and Slack daily.
- Excellent knowledge of MS Office, Google Drive and ability/eagerness to learn new software systems.



Heart of the Hills Swim Club is a private, family-friendly, non-profit swim club owned by its members in Rochester Hills, MI. The facility has a 6 lane, 50 Meter pool with generous shallow end, three tennis courts, a basketball court, and a large pavilion. The club has a membership of 380 families, who participate in an active Swim Team that competes in the NSSL Swim League, and a Tennis Team that competes with clubs in the NOCSSL.



➤ Apply Today!
<http://hhscswim.org/jobs>

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