



Onsite Park Manager

Are you aspiring to have a career where you can make a difference? Pine Tree Associates has an exciting opportunity for a motivated and customer-focused individual to join our team as Park Manager. Our team is comprised of hard-working, passionate people dedicated to providing a safe, fun, and secure environment for the club members we serve.

Pine Tree Associates is one of the oldest operating family nudist clubs in the country. Pine Tree is a co-op club, owned and managed by and for the members. The club is nestled in a tranquil ninety-six acre setting just minutes from downtown Annapolis, Maryland.

Read the position description below to see if you fit the bill. We would love for you to join our team. Please submit your resume at ptjobopening@pinetreeclub.org.

Summary/Objective

The Park Manager is responsible for the overall administration of the club's office, facilities, amenities, and grounds. The position provides input on short and long-term plans related to day-to-day club operations and is the primary point of contact for internal and external stakeholders.

Essential Functions

- Oversees office administration and provides oversight of general operations, facilities, amenities, and food services.
- Maintains administration and operational expenses.
- Negotiates vendor contracts and oversees work product.
- Oversees club projects, renovations, and maintenance.
- Presents monthly Board Reports and actively participates in Board, club, and committee meetings, as necessary.
- Coordinates with Board on the recruitment effort for all exempt, nonexempt and temporary workers to write and place advertisements, screen and interview candidates, conduct reference checks, and extend job offers; conducts new employee trainings.
- Ensures compliance with all federal, state, and local employment and business laws, and enforces club rules and bylaws.
- Develops job descriptions as necessary; analyzes compensation and makes recommendations to the Board.
- Develops, recommends, and implements operation manuals, policies, and procedures.
- Establishes and maintains club records and reports.
- Executes club goals, objectives, and strategic vision.
- Evaluates office administration and recommends new approaches, policies, and procedures to effect continual improvements in efficiency of club and quality of services provided.
- Manages gate during non-office hours
- Maintains a professional and friendly relationship with club members and guests.

Competencies

- Business Acumen
- Communication
- Critical Evaluation
- Customer Service
- Discretion

- Relationship Management

Supervisory Responsibility

Is responsible for supervising permanent and temporary staff, including consultants, vendors, and contractors. Supervisory responsibility includes the authority to recommend to hire, suspend, promote, reward or discipline employees.

Position Type/Expected Hours of Work

This is a full-time, on-site position. Workdays will include weekends during regular business hours. This position will occasionally require additional hours. This position will reside in and have full use of a staff residence, including paid electricity, oil, water, and propane.

Required Experience

Three to five years of business, office, hospitality, or property management experience.

Preferred Education and Experience

- Bachelor's Degree in Business Administration, Hospitality, or related field preferred, or three to five years of related experience in lieu of degree.
- Experience in non-profit or co-op management preferred.
- Thorough understanding of business and office management.
- Proven management experience with strong decision-making and problem-solving skills.
- Experience working with and managing contractors.
- Ability to work independently and proactively.
- Results driven.
- Absolute confidentiality in all areas of responsibility.
- Excellent communication (oral and written) and interpersonal skills.
- Ability to balance multiple priorities and work in a fast-paced environment.
- Some financial and/or accounting experience helpful in assisting with budget creation and management
- Must be able to acquire and maintain a Pool Operator License