

BELLAVITA CLUBHOUSE MANAGER JOB DESCRIPTION

Reporting Structure:

The Clubhouse Manager reports to the Bellavita Board of Director for Policy and Regulations and to the Bellavita Community Association Manager of the company that the Bellavita HOA Board of Directors has contracted to manage Bellavita Clubhouse and common property.

Job Summary:

The clubhouse manager oversees the day-to-day maintenance and operations of the Bellavita Clubhouse and common property, ensuring that high standards of quality are maintained throughout the club's premises for the benefit of the residents. The Clubhouse Manager also establishes the overall scheduling and usage of the Clubhouse and other common facilities.

Essential Functions:

- Maintain excellent relationships with the Bellavita HOA Board of Directors, residents of the community, and Bellavita clubs and groups
- Oversee the management and maintenance of club premises and facilities
- Maintain inventory list of all equipment in clubhouse with model numbers, serial numbers, warranties, etc. for all clubhouse equipment
- Maintain a list of approved contractors
- Maintain equipment and facility maintenance logs and develop preventive maintenance plans
- Manage financial management tasks as directed by the Bellavita HOA Board of Directors and management company, including the development and execution of a clubhouse budget
- Manage office operations and supervise assigned personnel
- Manage human resource functions, such as recruitment, training and scheduling of staff
- Maintain yearly calendar and monthly schedules for all clubhouse events
- Write and distribute weekly newsletter with all upcoming events and calendar for the week
- Coordinate and manage use of clubhouse rooms for resident functions as well as private rentals
- Maintain website for the community
- Manage excellent overall appearance of Bellavita Clubhouse and common property
- Responsible for implementing and identifying safety procedures for members, guests and associates when on premises or participating in activities

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- Responsible for identifying the need for, obtaining approval for and implementing all clubhouse purchases, contract negotiations as well as execution with various contractors
- Responsible for new member orientations, member ID badges, parking stickers and information packet
- Manage and update procedural manuals as requested by the Board of Directors and the management company
- Manage Clubhouse and pool security
- Maintain database of security logs for front gates
- Maintain relationships with property management company
- Maintain Bellavita community email list
- Responsible for overseeing health and safety guidelines as approved by the Bellavita HOA Board of Directors
- Manage database of residents addresses, phone numbers, vehicle license plate numbers, parking stickers, resident security forms, birthdays and anniversaries
- Assist receptionists at the front desk with queries, ticket sales, classes, etc.
- Manage all monies, including ticket sales, guest fees, petty cash and other income related to Club Bellavita
- Coordinate classes and activities for Bellavita residents
- Manage the enforcement of Bellavita Clubhouse rules and regulations
- Other duties as assigned by the Bellavita HOA Board of Directors or the management company

Knowledge, Skills and Abilities:

- High school diploma required; some college preferred
- Degree in business desirable
- Previous management experience required
- Excellent computer knowledge in Microsoft Office and desktop publishing
- Excellent leadership skills
- Excellent customer service skills
- Financial management skills an asset
- Excellent human resource management skills
- Excellent operations management skills
- Excellent communication skills
- Excellent organizational skills and ability to work with a minimum of supervision.
- Excellent time management skills