

Manor Country Club, Rockville MD

JOB LISTING – Junior Activities Director

Manor Country Club is a private member-owned country club established in 1922, located in Rockville, MD, a suburb of Washington, DC. The club's 800 member families enjoy two golf courses, an 18 hole championship course designed by Arthur Hills and an executive 9 hole course, indoor and outdoor tennis, fitness and pool facilities. Total club revenues exceed \$10 million, with food and beverage revenues of \$3.5 million. The club features a formal dining room and lounge, two casual areas, pool and golf course snack bars, and banqueting facilities for 250.

Manor Country Club is seeking an individual to coordinate and enhance the club experience for some of our youngest members. We are looking to add a full time, salaried, Director level position that will oversee junior programming within all aspects of the club. This position will be responsible for working with all areas of the club to ensure full integration of the junior programs with other areas of the club, providing a meaningful and worthwhile experience for our juniors. Successful completion of a criminal background check required upon offer.

Primary Function

This individual will work to expand existing juniors club programming and work with club professionals to expand access to junior golf, tennis, fitness, and swim programs. In addition, this individual will be responsible for creating, implementing and staffing a new full-day summer program for ages 5 and up. In addition to creating a newly formed summer program, this individual will also seek to implement and staff a fully functioning drop off childcare program within the club. Experience in creating and working with this type of programming is a must.

Primary Responsibilities

- Partnering with the Junior Activities Committee (JAC) to development and implement programs and activities for Kids and Tween member populations.
- Coordination and implementation of existing Juniors "Member In Training" after school program.
- Adapting the existing MIT program for seasonal implementation, including designing and implementing a full-day Summer MIT program that will integrate golf, tennis, fitness and swim.
- Developing, managing and staffing the Kids and Tween Rooms including recruiting childcare personnel as well as developing SOP for newly designed Kids and Tween Rooms, including establishing timetables, pricing, and negotiating the use of JAC/ Fitness studio space with Fitness Department to ensure there are no conflicts.

- Work with staff professionals to develop and enhance the Junior Golf, Tennis and Fitness programs building on existing programming such as Operation 36, Jr. PGA and JTT tennis.
- Coordinating all “one-off” events throughout the year (Kid’s Club, Halloween activities, Santa Brunch, Bagels and Brushes, etc.).
- Managing communication with Manor Staff to market and promote Junior Programs and Events to manor members.
- Provide training for all staff with regard to daily Junior operations and expectations.
- Develop and manage the budget allocation for these programs and purchase necessary equipment and supplies, including toys, crayons, chalk, etc.
- Ensure kids and tween room cleanliness is maintained by developing cleaning checklist to be completed on a regular basis.
- Prepare and staff for Special Events and Kids Programs that may occur in the kids room, tween room or within the MIT program.
- Promotes and stimulates daily kids and tween program participation as well as participation in MIT program.
- Partner with General Manager on member issues related to enrollment, children’s behavior, staffing concerns, etc.
- Coordinating any volunteers for the Big brother/ Big sister club mentorship program.

Knowledge and Qualifications

- Bachelor’s Degree in hospitality or early education preferred.
- 5 years related experience implementing, proactively working with and managing a junior activities, summer camp and / or childcare program
- Possess strong verbal and written communication skills, and interact professionally and effectively with co-workers and members within the Club
- Active CPR / First Aid Certification
- Strong knowledge of developing and leading a team to provide a successful junior activities program
- Knowledge of staff to child ratios for various programs and age groups
- Knowledge of required skills, training and certifications for junior activities staff
- Experience hiring, onboarding, training and managing team members
- Experience handling performance issues of team members, behavioral issues of children and parent involvement / conversations
- Must be high energy and be able to keep up with the children.
- Ability to interact well with both adults and children.
- Ability to understand and follow work related rules and procedures.

Physical Job Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee is responsible to maintain fitness-for-duty while holding the above described position and should be able to perform the essential tasks of the position in a safe, appropriate and effective manner. This refers to the physical, mental and emotional duties of the job.

Reaching above and below, stooping, kneeling, crouching, and bending. The employee must occasionally lift/carry/move up to 25 pounds.

Working Conditions

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

The Junior Activities Director does not have a fixed schedule, and must be available to work nights, weekends and holidays, depending on Club activities.

Compensation and Benefits

- Full time year-round, salaried, exempt position
- \$70,000-80,000 per year
- Medical, dental, life insurance, disability insurance
- 401(k) plan with employer match
- Vacation and paid time off
- Paid holidays
- Employee meals

To apply, email resume and cover letter by December 14, 2020 to:

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