

## Sun Valley Swim and Tennis Association

14 Fairlawn Lane, Lexington, MA 02420



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### Job Description: General Manager

#### Sun Valley Swim & Tennis Club

About the Club: Our community swim and tennis club is a seasonal, family-oriented organization that values connection, recreation, and fun. We offer swimming, tennis, and social programs for members of all ages, and we pride ourselves on maintaining a welcoming, inclusive, and well-run environment.

We are seeking a General Manager to lead daily operations, support our staff and members, and help us continue building a strong, vibrant community.

#### Position Summary

The General Manager is responsible for overseeing the club's day-to-day operations, including membership administration, staff management, facilities, programs, and member communications. Reporting to the Board of Directors, the GM ensures a safe, organized, and enjoyable experience for all members and guests. This is a hands-on leadership role ideal for someone who enjoys working in a community setting and managing a small but dynamic organization.

#### Key Responsibilities

- Oversee daily club operations and ensure a positive member experience.
- Maintain all facilities, grounds, and equipment and coordinate with vendors and contractors.
- Oversee pool maintenance and operations including opening and closing the pool for the season.
- Maintain a visible presence during open hours and club events, including holidays such as Memorial Day, 4th of July and Labor Day
- Serve as the primary contact for membership inquiries, renewals, and onboarding.
- Hire, train, schedule, and supervise staff.
- Oversee and manage swim, tennis, and social programs.
- Manage and track expenses to budget and assist with financial planning.
- Communicate regularly with the Board and implement club policies and initiatives.

#### Qualifications

- Minimum 2 years of experience managing operations for a pool, club, camp, recreation program, or community organization.
- Strong leadership and organizational skills with attention to detail.
- Excellent interpersonal and communication skills.
- CPR and First Aid certification (or willingness to obtain).
- Flexible availability, including evenings and weekends during the summer season.
- Must have or willing to obtain Massachusetts Certified Pool Operator (CPO) certification.
- Proficient in Wix, Mailchimp, Square, Paychex, 123Formbuilder, Google Suite, Acuity, or similar systems preferred

**Schedule**

This is a part- to full-time, seasonal leadership position with competitive compensation based on experience. The role requires increased hours during the active summer season, with flexible part-time hours in the off-season for planning and administration. 1 week vacation is encouraged during the slow season in August.

Attends 4 board meetings/year to present the GM report.

**How to Apply**

Interested candidates should send a brief cover letter and resume to [office@sunvalleyswimclub.com](mailto:office@sunvalleyswimclub.com) with "General Manager Application" in the subject line.