



CROWN COLONY

GOLF & COUNTRY CLUB

Date of Notice: August 6, 2019
Position Title: Member Services Manager
Job Location: Crown Colony Golf and Country Club
Start Date: ASAP
Reports to: General Manager
Send Application To: crollinson@crowncolonygcc.com

Facility Description:

Crown Colony Golf and Country Club in Fort Myers, Florida, is a member-owned, boasting 403 acres of beautiful residential homes, native vegetation, lakes, and preserves. Membership at *Crown Colony Golf and Country Club* offers entree to an exclusive world reserved for a privileged few. Serving as the centerpiece of the community is a Ron Garland 18-hole championship course, described as both beauty and the beast, as it is both scenic and challenging. In addition to golf, the clubhouse offers full social amenities, including special events exclusive to one of the most prestigious neighborhoods in the area.

Position Summary:

The position of Administrative Member Services Manager is an important role at the club. The qualified candidate must have a polished demeanor. This is a full-time, year-round position Monday-Friday however, some evening and weekends may be required in season.

Primary Duties:

- Update and maintain the club's website for all current events including calendar and photos
- Update and maintain all social media platforms of the club
- Initiate e-mail campaigns to members regarding club social events and notices
- Courteously acknowledge members and guests upon arrival and departure
- Have an exceptional understanding of club functions and events
- Coordinate compilation of club's monthly newsletter
- Answer and direct phone calls to appropriate departments while maintaining appropriate etiquette and tone
- Reservations for dining and Social Events
- Restaurant seating charts and reservation nameplates
- Assist the Food & Beverage Department with themes and decorations as requested
- Creates fliers for Social and Golf Events, and dinner
- Prepare and send mailings about club events and functions
- Perform general office work and special projects as assigned
- Maintain flexibility to multi-task and take on new and different tasks as directed
- Maintain appearance of reception and lobby areas
- Update fliers throughout the club
- Other duties requested by the General Manager

Qualification:

- A high degree of proficiency in Microsoft Office, Publisher, Menus Manager
- Experienced with Mail Chimp and other email applications
- Website administration is a must
- Knowledge of Jonas software a plus
- Detail-oriented and proactive
- Exception oral and written communication skills
- Strong organizational and time management skills
- Ability to maintain high integrity and confidentiality
- 3+ years' experience

Compensation:

The salary for this position is open and commensurate with qualifications and experience. Compensation benefits include: employee meals, medical, dental, vision, life insurance, long term disability, 401K plan, paid time off.

Crown Colony Golf and Country Club is an Equal Opportunity Employer