



2097 Marsh Drive, Manitou Beach, Michigan 49253
(517) 547-7352

JOB TITLE: General Manager

JOB DESCRIPTION AND RESPONSIBILITIES: The Devils Lake Yacht Club (DLYC) General Manager is responsible for all aspects of the club including all activities of the club. The General Manager is expected to formulate positive relationships with, and enhance the experiences of, the members, guests, employees and the community. He/she is responsible for member satisfaction, employee service and the overall quality of the dining and other club experiences. The General Manager creates and monitors the club's budget and inventory and monitors the quality of the club's services. He/she is responsible for the quality, maintenance and security of the club's facilities and equipment.

The General Manager reports to the board's Executive Committee and Commodore, in particular and the Board of Governors, in general. He/she is expected to attend the board's monthly meeting and provide a monthly report to the board.

QUALIFICATIONS: DLYC is seeking a person with:

- A friendly and professional demeanor who interacts well with members, guests, employees and the Board of Governors.
- High energy and the ability to work long hours during the club's busy summer season and be available, as needed, during the club's off-season.
- Strong leadership and communication skills.
- Computer and technical skills.
- Experience in management, supervision, customer service and satisfaction, budgeting and event planning.

ACCOMMODATIONS: DLYC provides a suite in the club for the club manager.

CLUB DESCRIPTION: DLYC is a private club with a rich history dating back to 1946. The club is located on the south shore of Devils Lake in southern Michigan. DLYC is housed in a historic Victorian era building which dates back to the 1870s. The building has had several renovations over the years with the most recent being a major renovation in 2020. The club has a full membership of approximately 580 members with a substantial waiting list for new members. DLYC has a beautiful dining and bar facility and is open from early May through September. The club has a family oriented beach with two swimming areas and rents dock space and/or room accommodations to its members for annual rent. Situated on a large piece of property, the club has ample room for outdoor events. DLYC prides itself in the quality of its food, drinks, club activities, entertainment and especially its friendly and outgoing members.

TO APPLY FOR THIS POSITION: Please submit a resume with salary requirements to Rod Rupp, Vice Commodore at RJR426@comcast.net.

PLEASE VISIT OUR WEBSITE AT: devilslakeyachtclub.com