



Kids Club Manager

Deerwood Country Club and Community, Jacksonville, FL 32256

Deerwood Country Club is currently searching for a full-time Kids Club Manager.

JOB DESCRIPTION

Reports to: Fitness Center Director

JOB SUMMARY: The Kids Club manager is responsible for overseeing the entire Kids Club operation, which includes setting staff schedules, hiring and training new employees and organizing and supervising special events. The Kids Club Manager provides a fun and safe environment for the members' children; Administering CPR and first aid as needed; Delivering top quality service; Knowing and using the members' and their children's names; and being a team player in all fitness department related activities and events. Must be able to speak, read, write, follow and give written and/or oral directions in English and have reliable transportation.

RESPONSIBILITIES INCLUDE, BUT NOT LIMITED TO:

1. Set weekly Kids Club themes and crafts.
2. Determine staff schedules and coverage for special events.
3. Hire, train, and supervise Kids Club attendants.
4. Charge fees, set pricing structure, budgeting, cost control, and forecasting.
5. Be punctual always and arrive to work on time, consistently.
6. Must be able to work a flexible schedule, to include weekends and holidays.
7. Clothing must be in proper taste, crisp, clean, and in good repair, upon entering the property, including wearing name tag. Demeanor must be professional and welcoming.
8. Hair must be clean and cut in a becoming style; Management has final approval.
9. Become proficient on all appropriate equipment and games and their safety features.
10. Make sure all side work is complete, before opening.
11. Greet members by name whenever possible.
12. Watch, entertain, and provide a safe environment for the children of the members while their parents are working out, at the pools, at the club house, or out playing golf or tennis.
13. Keep the nursery clean, organized, and safe for the children.
14. Check supplies, informing the supervisor of any needs relating to these items.
15. Have members sign in and out their children, informing them of the cost per hour.
16. Ring in all nursery charges to the member's numbers.
17. Work the front desk as needed.

18. Keep the front desk area neat, clean, and orderly; to include folding towels.
19. Give out towels and keys to members.
20. Answer the phone, forward calls or take detailed messages and deliver to the appropriate person.
21. Sign in new members.
22. Perform other jobs that will assist in quality member service as assigned by the Fitness Center Supervisor or Director.

KID'S CLUB HOURS

Monday - Thursday: 8:00am - 1:30pm and then from 4:00pm - 7:00pm

Friday: 8:00am - 1:30pm and then from 5:00 - 9:30

Saturday: 8:00am - 2:00pm

TRAINING AND EXPERIENCE:

High School (minimum). Childhood certifications and Classes a plus. Must have essential knowledge and previous classroom experience in handling infants and young children which includes care, safety and entertainment.

Pay is based on experience.

Must satisfy a nationwide criminal background check, drug screen and have a valid Driver License.