



Nassau Country Club is looking for a dynamic, energetic individual to join our team as the Assistant General Manager. We have a very active membership with many young families, multi-generational family members and a full junior membership. Families are very much a part of NCC with many activities planned for them. The Club has an 18 Hole golf course which recently underwent an extensive renovation by the Fazio Group, Har-Tru Tennis Courts, Paddle Ball Courts and Squash Courts, Pool Facility with an Olympic size pool and Kiddie Pool. Our pool house is currently under renovation with a planned opening for Memorial Day weekend 2022. NCC is currently celebrating its 125<sup>th</sup> anniversary and is the owner of a very storied and proud history with regard to both golf and tennis.

Nassau Country Club is one of the country's earliest clubs, founded by many of the leading citizens and industrialists of the time. Incorporated in 1896 as the Queens County Golf Club (there was no Nassau County at that time), it reformed and changed its name two years later. What became known as the "Nassau System" awarded one point for each nine and a third point for the overall 18 holes. At worst, a team would lose 3-0. Created simply as a way to keep score, the "Nassau" has become probably the most common bet in golf—and a way of honoring the club where it was invented.

But that isn't Nassau Country Club's only claim to fame. It was also where Bobby Jones first met "Calamity Jane," the putter with which he won all of his major championships, including the Grand Slam of 1930. On July 8, 1923, Jones was playing at Nassau with the club's pro, Jim Maiden, the brother of Stewart Maiden, the pro at East Lake in Atlanta and the man who taught the game to a young Jones. With the U.S. Open to be played at nearby Inwood CC a week later, Jones complained of being "off the stick," especially with his putter. After their round, Maiden retrieved a putter from his shop—one he'd been using and had taken to calling "Calamity Jane," for what greater calamity could befall a golfer than to miss a short putt—and gave it to Jones, who rolled a few putts with it, said he must have it, and the rest is history.

### **Notable Championships Held At Nassau CC**

U.S. Men's Amateur – 1903; U.S. Women's Amateur - 1914, 2014; New York State Amateur – 1967; The Nassau Invitational – 1897-present; Metropolitan Open – 1962, 1986, 1992; Long Island Amateur – 1928, 1952, 1960, 1965, 1969, 1980, 1991; Long Island Open – 1975, 2007; Metropolitan Senior Open – 2007; Metropolitan Ike Championship – 2000, 2009; U.S. Senior Open Qualifier – 2010.

We are also on tap to host the 2025 Jr. Ryder Cup event with the Ryder Cup itself taking place at Bethpage State Park.

Racquets:

The Nassau Bowl: The fields for many events in the Nassau Bowls tournament's history were glittering. The winners are even more impressive and include William J. Clothier, Robert L. Murray, R. Norris Williams II, William T. "Big Bill" Tilden II, John H. Doeg, Robert L. "Bobby" Riggs, Arthur Larsen, Tony Trabert, Roy Emerson and John Newcombe, to mention only the ten USTA singles champions among the 36 winners' names engraved on the Nassau Bowl. The man who started the Club's tournament was Walter Pate, a Nassau member, and himself a tennis legend. Although Pate was a fine club player, his fame actually stems from being one of the most successful Davis Cup Captains in history, heading the U. S. teams from 1935 through 1939, and also in 1946. Other notable participants in later years were Chuck McKinley, Arthur Ashe and John Newcombe.

The Club has an annual budget of approximately 7.3M with 4.4M in dues revenue. The Food & Beverage operation has annual sales of approximately 2.2M.

The Club is open 6 days a week from April through October, 5 days per week in November, December and March; 3 days per week in January and very limited food service in February.

The position is available immediately. The salary is commensurate with candidate's experience.

Benefits to include:

- Full Medical Insurance including vision and dental

- Life Insurance
- 401k Plan with Match (limited)
- Flexible Spending Plans
- Vacation and personal time
- Holiday Pay

Please forward your resume and cover letter explaining why you feel you would be a good fit for this position to:

Meg O'Connor, CCM  
General Manager/COO  
[meg@nassaucc.com](mailto:meg@nassaucc.com)

30 Saint Andrews Lane  
Glen Cove, NY 11542

## **Assistant General Manager**

**Reports to:** General Manager/COO

**Supervises:** Dining Room Manager, Beverage Manager, Aquatics Director, Communications & Front Desk

### **Education and/or Experience**

- Hospitality Management major preferred.
- Member of Club Managers Association of America (CMAA) and other professional associations.
- Attends conferences, workshops and meetings (e.g., CMAA's World Conference and Club Business Expo and CMAA chapter meetings) to keep abreast of current information and developments in the field to enhance his or her value and quality of services to the members.
- Six or more years of related experience with three or more years as a manager.
- Substantial private club or hospitality industry experience with management and supervisory experience and progressive professional advancement.
- Experience working with volunteer committees.

### **Job Knowledge, Core Competencies, and Expectations**

- Ability to function as club's general manager during his/her absence.
- Knowledge of management requirements for Food and Beverage Department; Pool Operations, Communications and Social Media Content.
- Must demonstrate appropriate analytical skills, attention to detail, organizational and project management skills.
- Ability to develop and maintain awareness of occupational hazards and safety precautions; skilled in following safety practices and recognizing hazards.
- Knowledge of and ability to perform required role in emergency situations.

### **Job Summary** (Essential Functions)

Work closely with the General Manager. Responsible for operation of all aspects of the club in the absence of the General Manager and perform specific tasks as requested by the Manager.

### **Job Tasks/Duties**

- Develops budgets, approves staffing and general operating procedures and other plans for the Food & Beverage Department, Pool Operations and Front Desk/Communication departments; directs the work of department heads.
- Monitors the budget and directs corrective action procedures as necessary to help assure that budget goals are attained.
- Functions as an administrative link between departments.
- Monitors internal cost control procedures.
- Plans and coordinates training and professional development programs for himself or herself and club personnel.
- Assists the General Manager in developing and implementing long-range (strategic) and annual (business) plans, operating reports, forecasts and budgets.
- Monitors safety conditions and employees' conformance with safety procedures; updates emergency plans and procedures and assures that effective training for these programs is conducted in all departments.
- Maintains contact with members and helps to assure maximum member satisfaction.
- Receives and resolves complaints from club members, guests and employees.
- Assists in the planning of facility improvements, remodeling, construction and repair, and interacts with applicable club committees for this purpose.
- Participates in ongoing facility inspections throughout the club to assure that cleanliness, maintenance, safety and other standards are consistently attained.
- Serves as an *ad hoc* member of appropriate club committees.
- May serve as a departmental manager in that manager's absence.
- Interacts with members answering questions, solving problems, overseeing services and cleanliness and

showing the club facilities to visitors.

- Plans and coordinates all entertainment events in consultation with the Entertainment Committee
- Plan and coordinate all private parties and golf outings with Food & Beverage Management Staff and other department heads as needed
- Coordinates All Sports program with F&B, tennis, golf and pool
- Counsels with other managers and employees about employee grievances and complaints; directs problem correction where possible.
- Monitors labor; evaluates scheduled and actual labor hours and costs.
- Researches new products and develops an analysis of their costs and benefits.
- Oversees daily club operations.
- Reviews all accidents and works with Security in completing accident reports.
- Consistently enforces all policies and rules
- Ensures that all legal requirements are consistently followed.
- May perform clubhouse opening and closing duties, including those related to security.
- Recruits for and manages the club's internship program; responsible for management and operation of the employee dormitory.
- Monitors employee dress codes and member dress codes as applicable.
- Conducts training and other meetings with department staff.
- Completes other appropriate assignments made by the General Manager.

#### **Licenses and Special Requirements**

- Certified Club Manager (CCM) designation through CMAA or in current pursuit of this designation desirable.

#### **Physical Demands and Work Environment**

- Must be able to reach, bend, stoop, stand and lift up to 40 pounds.
- Must be able to handle hot and cold interior and outdoor conditions.
- Independent mobility throughout the clubhouse.