

**CLUBHOUSE MANAGER | POSITION PROFILE**  
**NEW HAVEN LAWN CLUB**  
**NEW HAVEN, CT**

**The Club**

New Haven Lawn Club is a private, member-owned club founded in 1891 and situated on the heart of New Haven with close proximity to Yale University. The Club offers robust programming in tennis, squash, platform tennis and fitness, fantastic dining, and an active social calendar. Membership is full with a waiting list. Members enjoy the camaraderie and programming the Club presents, creating a vibrant social and athletic atmosphere.



Club amenities include the magnificent Clubhouse, home of award winning Lawn Club Fine Catering Inc. complete with 8 fireplaces and 4 function rooms available for nonmembers, ranging from parties of 10 to 300. The members only grill room and bar is located on the lower-level with indoor seating for 75 and outdoor terrace seating 75. The 8-acre oasis hosts an Olympic swimming pool and kiddie pool, eight Har-Tru tennis courts and pro shop, fitness center, lockers rooms, 4 squash courts, 2 platform/pickle tennis courts.

Total revenue of the Lawn Club is \$3 million and total revenue for LCFC is \$2.5 million. There are 500 memberships. The Clubhouse and grillroom is open year-round. Tennis is April- December. Squash is year-round and the outdoor pool is seasonal. The Fitness Center is accessible 24/7, year-round. We also house 5 overnight guest rooms for our members to enjoy open 365 days a year.

**Job Summary**

Work closely with General Manager. Responsible for the general operation of staff functions relation to operation of Club including but not limited to maintenance, security, member services, food and beverage operations and all amenities offered to our membership. Responsible for operation in all aspects of the Club in the absence of the GM. Also work closely with Membership Director to ensure member satisfaction.

• **Job Tasks**

- Manage all aspects of Club in the absence of GM.
- Oversees club operations on a daily basis.
- Functions as administrative link between all departments.
- Monitors food and beverage operations and internal cost control procedures.
- Assist GM in developing and implementing long range strategic planning.
- Maintains constant contact with members to assure maximum member satisfaction.
- Receives and resolves complaints from staff, members and guests.
- Serves as ad hoc member of appropriate club committees.
- Attends staff and management meetings as needed.
- Serves as club representative within community.
- Undertakes special projects as requested by GM.
- Works with all department heads for staffing, facility improvements, legal, HR, in conjunction with club bylaws and policies.

**Reports to**

General Manager, Chet Chicosky, GM, CCM

[www.nhlawnclub.com](http://www.nhlawnclub.com)

[www.lawnclubfinecatering.com](http://www.lawnclubfinecatering.com)

**Compensation**

Salary commensurate with experience \$65,000

401K (4% match), CMAA stipend, Benefits, Holiday Bonus

**To Apply**

EMAIL: Cover letter and Resume to: [Chet.chicosky@nhlawnclub.com](mailto:Chet.chicosky@nhlawnclub.com)