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Walnut Lake Property Owners Association Sub 1 (WLPOA) West Bloomfield, Michigan

Vacancy Announcement - Beach Manager

WLPOA is seeking a Beach Manager for the 2022 summer season. This is a seasonal position from Memorial Day through Labor Day which includes part-time work during May and September.

Property Profile

- Family-oriented private park on Walnut Lake in West Bloomfield, Michigan.
- Owned by just over 210 members (homeowners). Used exclusively by members and their guests.
- Property includes beachfront, swim docks, marina, picnic and recreation areas, volleyball court, basketball court, pavilion with concession/member kitchen and restrooms.

Major Duties and Responsibilities

- Customer Service – create friendly and responsive customer service culture between staff and users.
- Staffing – hire, train, supervise and schedule beach attendants.
- Concessions – purchase and sell pre-determined goods from the concession stand.
- Financial – track all purchases and deposits, generate reports, work with Board Treasurer.
- Nights and weekends are required
- Beachkeeping – clean and maintain all areas of the property (indoor and outdoor).
- Maintenance – light maintenance duties as assigned by the Committee.
- Security – with attendants, observe or check individuals entering or on the property.
- Report to Beach Management Committee of the Board of Trustees.
- Other duties as assigned by the Committee and the Board.

Qualifications

The individual selected for this position will be the one who offers the best combination of qualities in accordance with the following standards and requirements:

1. Successful management or leadership experience.
2. Outstanding organizational and communication skills.
3. Impeccable character and integrity confirmed with strong references.
4. Proven ability to work well with others including adults and children.
5. Evidence of strong work-ethic.

Compensation

Hourly rate based on experience plus opportunities to earn bonus. May include nights and weekends.

WLPOA Property

If you would like to drive by or check the property online, the address is:

5700 Putnam
West Bloomfield, MI 48323

Method of Application

Qualified candidates are invited to [email a letter of interest and current resume by April 1, 2022](#) to:

Aaron Rice and/or Jason Turi (Committee Chairs)
aaron.l.rice1@gmail.com; jasonhuri02@gmail.com

AN EQUAL OPPORTUNITY EMPLOYER