

**Administrative Associate**

**Spotswood Country Club | Harrisonburg, VA**

**About the Club**

Founded in 1926, Spotswood Country Club is Harrisonburg’s only member-owned, fully private country club. Spotswood Country Club caters to every member’s lifestyle with premier facilities, elegant dining options, and a friendly connected community.

The 18-hole layout, originally designed by Fred Finely and Edmund Ault, offers distinct challenges amidst first class conditions and incredible views. Members and their guests enjoy a wide variety of golf activities including: tournaments and special events, private or group instruction, men’s and ladies’ teams and leagues, fun-filled junior programs and much more. Other services available throughout the year include men’s and ladies’ golf locker rooms, bag storage in a climate-controlled room, club repair and USGA handicaps.

SCC Tennis offers something for everyone: four levels of junior programming including Little Tennis, 10 & Under Quick Start, and for the more advanced player, we offer The Elite Team and Top Guns. Adults have a wide variety of activities to choose from including Cardio Tennis, Combo Clinics, Pro Drills, and Weekend Warriors. SCC Tennis also offers Friday family fun nights, organized match play and open play, socials, mixers, camps, as well as tournaments. Our racquets facilities feature four clay and two hard surface courts along with pickle ball.

SCC Aquatics features an award-winning swim team and comprehensive lessons program. Our 196,000-gallon pool has six 25-meter lanes along with a 3-foot shallow end and an adjacent 12-foot deep diving well. The aquatics area has a separate wading pool for small children as well. Summer events are fruitful and fun at the pool, and every day is a pool party to us!

Spotswood members have many options when it comes to dining. From full meals in the dining room to cocktails and hors d’ oeuvres in the bar or lounge, the menu is always sure to please. Additionally, the patio is a popular place during warm months and features live entertainment from local musicians on select weekends. The culinary staff offers weekly Chef Specials, Senior Night, Family Night, monthly Dinners for Two, Sunday Brunch, Sunday Football, and a multitude of special dining opportunities like Wine Dinners and Special Burger Nights.

**Administrative Associate Position Summary**

**Overview**

Spotswood Country Club is seeking a Part-Time Administrative Associate to assist with data entry, membership relations, communications, and other administrative duties. We are looking for an individual who is efficient and comfortable being a member of a team. The ability to multi-task, while managing administrative support, is essential in this position. The ideal candidate for this job is resourceful, a good problem solver and organized. Assuring a steady completion of workload in a timely manner is key to success in this position.

**Essential Job Functions & Responsibilities**

***General Administrative***

* Assist with inbound calls and help serve as the first point of contact for outside calls and forward to appropriate personnel.
* Take reservations for Club events and activities while ensuring accuracy.
* Handle all walk-in requests and receive visitors to the admin office.
* Generate memos, emails and reports when appropriate.
* Respond to questions and requests for information.
* Prepare materials and support all Board and committee meetings including minutes.
* Coordinate membership surveys.
* Be well informed about activities and operations throughout the Club.
* Accurate data entry of manual checks / member receipts into accounting system.

***Communications***

The Administrative Associate will be responsible for communication initiatives such as updating the Club website, taking photographs around the Club, and developing printed materials such as the Club newsletter.

***Membership***

The Administrative Associate will also be responsible for tasks related to Member relations. These tasks include assisting prospective members with filling out membership applications, entering new Members into Club software, and processing Member resignations. Due to the nature of this position, the Administrative Associate will be the first point of contact for Members.

**Competencies and Qualifications**

* Possess effective problem solving and communication skills while illustrating respect and gaining respect of members and staff.
* Can remain calm under pressure and work clearly and swiftly to resolve the issue while maintaining a leadership position overall (i.e. conflict or complaint resolution).
* Excellent knowledge of social etiquette as well as high energy and outgoing personality.
* Related administrative experience preferred.
* Excellent time management and organizational skills and willingness to take initiative.
* Conduct oneself with good moral and ethical practices at work while taking a proactive rather than reactive approach.
* Strong technical literacy in Microsoft Office, with advanced knowledge in Excel. Knowledge of Jonas club software preferred, but not required.
* Two (2) years’ experience in a Hospitality business environment preferred.
* BS/BA or greater degree preferred; will consider proven experience in lieu of degree.

**Compensation and Benefits:**

* Salary commensurate with experience
* Limited golf privileges
* Complementary meals available
* Position has the potential to turn into a full-time role

Interested and qualified applicants should submit their resume, cover letter and references to:

Kevin J. Ehlert, CCM, FMP

Strategic Club Solutions

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