



Assistant General Manager
American Yacht Club
Rye, New York

American Yacht Club (AYC) located in Rye, New York is seeking an enthusiastic, outgoing, and dedicated hospitality professional to be our next **Assistant General Manager**. The successful candidate will interact with our members in a professional environment and understand the importance of building relationships with members, staff, and vendors in a private club atmosphere.

AYC is considered a premier Yacht Club in the Metropolitan New York area. The Club offers Platinum level club amenities including casual dining supported by several intimate dining areas and a beautiful seasonal outdoor terrace. AYC members enjoy some of the most fun and extensively planned events for families. From 4th of July fireworks over the beach to delectable holiday buffets, the team operates with the goal to create lifelong memories. In addition to the waterfront, AYC offers comprehensive tennis and paddle tennis programs with opportunities for everyone.

Located in a picturesque setting on the Long Island Sound, the club is easily accessible from New York City and surrounding areas, making it a convenient yet exclusive retreat for its members.

THE CLUB

AYC was founded on May 1, 1883. Many of the original founders worked in the shipbuilding and engineering fields. One of AYC's original purposes was to promote the development of steam yachts. In 1884, AYC held its first regatta which was also the first race of steam yachts ever held in America.

The club always included sailboats and today many different designs can be found moored in the club's harbor or competing with other boats from around the country or the world in high performance regattas.

AYC has long had an active junior sailing program. AYC's role in promoting sailing has continued with its active participation in the Junior Sailing Association of Long Island (JSA). The club's Young American Junior Big Boat Sailing Team, placed first in the 2016 Bermuda Race. In 2018, AYC became the home base for the new Young American Sailing Academy, Inc.

AYC continues to be a premier destination for yachting enthusiasts and those seeking a vibrant social community. Its combination of tradition, excellence, and innovation ensures that it remains a top choice for discerning individuals and families.

POSITION DESCRIPTION

Reports to: General Manager

Supervises: Housekeeping Staff, Grounds Staff, Director of Facilities, F&B Director. Works closely with F&B Director & Executive Chef, Beach & Pool Director & Jr. JAYC Director (camp)

Job Knowledge, Core Competencies, and Expectations

- Knowledge of management requirements for housekeeping, engineering, F&B, maintenance and repair, and security functions at the club.
- 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 the required role in emergency situations.

Job Tasks/Duties

- Work closely with the General Manager. Responsible for the operation of all aspects of the club in the absence of the General Manager and perform specific tasks as requested by the Manager.
- Approves budgets, staffing, and general operating procedures for housekeeping, maintenance and repair, and security departments; directs the department heads.
- Monitors the budget and directs corrective action procedures as necessary to help assure that budget goals are attained.
- 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.
- 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 as mutually decided by the General Manager and he/she.
- 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.
- Approves all entertainment in consultation with the Entertainment Chair/s and others.
- 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.
- Works with the Human Resources Consultant to develop long-term staffing needs for the club.
- 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 (both J-1 & H2B); responsible for the management and operation of the staff house.
- Ability to work nights, weekends, and holidays.

- Monitors employee dress codes and member dress codes as applicable.
- Completes other appropriate assignments assigned by the General Manager.

Licenses and Special Requirements

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

Education and/or Experience

- Three to five years or more private club or hospitality industry experience, with three or more years at a management level.
- Proven progressive professional advancement.
- Bachelor's degree from a four-year college or university preferred.
- Hospitality Management major preferred.
- Member of Club Management Association of America (CMAA) and other professional associations.
- Experience working with volunteer committees.

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.

AYC is an Equal Opportunity Employer.

Please Submit Resume to:

Jeff Martocci, CCM
General Manager

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