

Candidate Profile

Club Manager
Adirondack League Club
Old Forge, NY 13420
www.alcclub.org



Organization

The Adirondack League Club is amongst the oldest and largest private preserves in the Eastern United States and was founded in 1890 as a club for hunting and fishing. The 132-year-old private outdoor recreation club is situated on 53,000 acres of pristine land in the Central Adirondacks. The objectives of the club are simple and have been adhered to religiously over the years: 1) The preservation and conservation of the Adirondack forest and the propagation and proper protection of fish and game in the Adirondack region; 2) The establishment and promotion of an improved system of scientific forestry; 3) The maintenance of an ample preserve for the benefit of its members for the purpose of hunting, fishing, rest and recreation.

More than 30 lakes and ponds are spread throughout the Preserve, a number in remote areas. Many of the outlying lakes provide excellent native brook trout fishing, which is supplemented by good lake trout fishing in the larger bodies of water. Approximately 10 miles of the Moose River, historically, one of the finest trout streams in the country, flows through the Preserve and offers excellent brook trout fly fishing, much of it in fast water. Cornell University maintains a fishery research facility on the Club and many members are Cornell alumni. The Adirondack League Club is recognized as a national partner in fishery, wildlife, and forestry research. Other amenities include Deer and bear hunting permitted in season while small game, grouse, and turkey provide additional sport. Other amenities include lodging, dining, Tennis, sailing, boating, hiking, swimming, shooting sports, and cross country skiing.

The Adirondack League Club is seeking a hospitality professional to manage the Little Moose Lodge in Old Forge, NY. The Lodge is on the shore of Little Moose Lake and is the largest of the three lake communities at the Club. The lake is surrounded by privately owned member homes that embrace the rich traditions of outdoor family recreation and the conservation of the Adirondack Park.

The annual average gross revenue for the club exceeds \$5m. Dues volume is approximately \$3.3m. There are 425 family-oriented members and an extensive waiting list. The average age of the membership is around 55. The membership is made up of families from over 30 states and 10 countries. Annual food sales at the Lodge are \$300,000 and beverage sales are \$100,000. Rental income at the lodge is approximately \$425,000.

While the Club is seasonal, the Club is open 7 days per week, 9 months per year. The Club's food and beverage operate 7 days a week for July and August and 4 days a week for the remainder of the year. Dining services are closed for most of December (no holiday parties) and March and are completely closed for April. Saturday night dinners during the Summer months are a traditional Adirondack picnic. Weddings and catered events are limited to member families and occasionally the Club provides accommodations and meals for area non-profit organizations.

Please control-click below for a short video.

<https://www.youtube.com/watch?v=WvGtESxuR84>

Position Overview

The Adirondack League Club is seeking a hospitality professional to manage the Little Moose Lodge in Old Forge, NY. The Lodge is on the shore of Little Moose Lake and is the largest of the three lake communities at the Club. The lake is surrounded by privately owned member homes that embrace the rich traditions of outdoor family recreation and the conservation of the Adirondack Park.

The successful Club/Lodge Manager at the Little Moose Lodge will need to be a visible, hands-on, and accessible leader to both the members and staff alike. The position reports directly to the ALC General Manager and is responsible for the daily operation of all lodge facilities including housekeeping, front desk, reservations, maintenance, ala carte dining, catering, and grounds. The Lodge operation is similar to a hotel with eight all-season rental cabins, two multi-bedroom apartments in the Summer Lodge, and more than a dozen individual rooms. This position requires a high degree of grace, visibility, and a strong eye for personalized service, which is critical for all team members to emulate. The Club/Lodge Manager should sincerely engage with members and their guests, understand the culture and be strong in hospitality.

The Club/Lodge Manager's duties include but are not limited to:

- A passion to deliver high-level hospitality services and events to the membership.
- A full understanding of the Lodge operations with a proven reputation for Food and Beverage excellence.
- The ability to recruit and develop a stable seasonal team and maintain effective working relationships with all staff.
- Executing the established vision adopted by the General Manager and Board and improving the member experience on an ongoing basis.
- Providing proactive, high-quality leadership and a positive image for the Little Moose Lodge.
- Coordinating with the department heads to optimize the member experience across all events and the daily operations of the Club.
- The development and execution of all standards and operating policies, which will be the foundation of a true service culture. The Club believes that great service is in paying attention to the small details.
- Overseeing the lodge staffing and scheduling. Enforcing service standards, housekeeping standards, dress codes, and evaluating house personnel.
- Providing hands-on, visible presence, and operational leadership throughout the Club.
- Assists members to arrange private events including, weddings, lunches, and dinners. Obtains all pertinent operational information needed for planning including menus, entertainment, theme, decorations, set-up, etc.
- Plans purchases budgets and orders all supplies for the Lodge concerning maintenance, kitchen, housekeeping, recreation, boathouse, etc.
- Oversees plans and manages and coordinates the maintenance and physical surroundings of the lodge and amenities. Makes recommendations to the General Manager regarding capital projects, equipment purchases, etc.
- The Club/Lodge Manager should expect to work extended hours over the summer months and must be willing to perform all essential job functions to exceed member and guest satisfaction.
- Develops detailed plans for each event about arrival; set-up, execution, décor, entertainment, and departure details. Coordinates the plan with all relevant departments to ensure proper service delivery and maintenance of the Club's service standards.
- Initiating directly and through department managers the emphasis on a member-first service culture that ensures, tradition, member patronage and maximizes the use of the Club's facilities.
- The Club/Lodge Manager will be responsible for the Recreation Programs for the kids with the help of an actively involved committee and be responsible for the hiring, training, and supervising of staff and counselors.

Attributes and Responsibilities

- An outgoing, friendly personality with a high potential to identify with and embrace the Club's unique culture.
- Leadership skills with the ability to motivate staff with a commitment to quality and excellence.

- Maintains and respects the traditions, values, and multi-generational culture of the Adirondack League Club.
- Highly energetic; a self-starter with a “hands-on” approach to management.
- Excellent communication skills at all levels.
- Possesses a good sense of humor and an ability to have fun.
- Remains calm under pressure, executes events smoothly, and resolves conflicts or complaints.
- A strong sense of service with proven staff development and training skills.
- The ability to function in a committee-oriented environment; to respond to the ideas and energies of the Club’s Standing Committees. The ability to deal with a variety of personalities.
- The Club/Lodge Manager is expected to set and uphold the standards expected, for all employees and to actively promote a positive and safe work environment where teamwork and cooperation are emphasized.
- The active promotion of the Club to all members and their families. The Club/Lodge Manager is expected to interact with members daily; actively soliciting members' opinions and input as to the Club’s facilities and service.

Requirements

- Bachelor’s degree in Hotel/Restaurant Management, business, or a related field and experience that provides the required skills and knowledge.
- Five-year minimum experience as a manager in a similar position at a club or within a hospitality environment.
- A Certified Club Manager (CCM) designation or working towards is considered a plus.
- A career path marked by stability and professional achievement.
- A person of exceptional character; motivated, energetic, friendly, and dedicated to the profession.
- A friendly and outgoing personality with strong communication skills and high visibility.
- The ability to comfortably use electronic media to communicate club events to the membership is critical.
- The professional will be a lifelong learner continuing to research and understand industry trends.
- Excellent verbal and written skills.
- The ability to operate a computer to enter, retrieve or modify data utilizing Microsoft Word, Excel, Outlook, email, ADP, internet, and other software programs at a high level of proficiency.
- Impeccable and verifiable references. All candidates will be subject to a thorough background check.

Competitive Compensation & Benefits

- Competitive compensation/salary and an excellent benefits package and profit sharing commensurate with qualifications and experience.
- Medical insurance, Life Insurance.
- Use of a club-owned vehicle for local travel.
- A two-bedroom apartment is provided.
- Paid Vacation.
- Participation in the Club’s 401(k) plan with a 4% match.
- Professional CMAA dues, educational allowance expenses, conference, and other standard perks.
- Scholarship opportunities for college and vocational programs for employees and their dependents.
- Relocation assistance if required.

To be considered for this outstanding opportunity all cover letters and resumes should be received as quickly as possible. All information received will be kept in the strictest confidence.

Professionals who meet or exceed the established criteria are encouraged to send a compelling cover letter addressed to the Search Committee outlining their qualifications, experience, interests, and why the Adirondack League Club and its unique outdoor living and small-town lifestyle will be beneficial for you, your family, and your career along with their resume to:

GSI Executive Search
 Manny Gugliuzza, CCM, CCE
 Principal and Search Consultant
mannyg@gsiexecutivesearch.com
 732-618-8665

And

GSI Executive Search
Scott McNett
Senior Principal and Search Consultant
scott@gsiexecutivesearch.com
314-854-1321

This position is available immediately.