



## **Assistant Manager Job Description**

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Waukesha Gun Club (WGC), Wisconsin's largest shotgun only club, is looking for an Assistant Manager to grow our operation. WGC offers over 98 acres of trap, skeet, sporting clays and 5-stand courses, with more than 1400 members and is home to several of the areas high school trap programs.

### **Position Description and Overview:**

The Assistant Manager reports to and supports the General Manager in the management of all operations of the Club. The Assistant Manager position acts as a liaison from all staff to the General Manager and assists with event planning and execution, hiring and scheduling of staff, and general club needs such as stocking items and opening and closing.

The Assistant Manager shares the mission and vision of the club and assists in achieving long-term sustainable growth for the Club, in its finances, membership, and staffing.

### **Areas of focus for Assistant Manager include:**

- Member satisfaction through outstanding service, communication, and teamwork. Instills a sense of community at the club.
- Rapport and trust with staff at every level of the organization. Hiring and scheduling of staff at all levels and departments.
- Leads the planning, scheduling, coordination, and execution of events such as corporate events, banquets, registered shoots and more.
- Opens and closes the club with great attention to detail for locking doors, cash handling, and items being locked away.
- Assists with general ordering of items, stocking of merchandise and apparel. Responsible for maintaining supplies to keep the Club operational and professional.
- Ordering of beer and general rotation and stocking of bar. Operates, cleans, and ensures adequate staffing of bartenders.

### **Assistant Manager Qualifications/Skills:**

- Member satisfaction through outstanding service, communication, and teamwork.
- Vendor management, communication, and coordination.
- Event coordination, communication and execution.
- Fundraising through raffles, events, and other avenues.
- Integration of programs and activities that enhance the reputation of the Club in the community. Including but not limited to new special events to draw business, integration of new software, assisting the General Manager with larger capital improvements and projects.
- Able to be diplomatic and tactful – yet firm – in dealing with staff and member constituents.
- Development and implementation of club personnel training.

- Confirm Club safety procedures are developed and implemented, which will include safety talks before any outing begins. General awareness of safety liabilities and implementing ways to mitigate risk.
- Displays sound judgment and ability to make complex decisions in a dynamic environment.

### **Experience:**

- At least one year of managing or operating a business or organization.
- Experience working with a member-based organization, volunteers, and a Board of Directors preferred.
- Bachelor's degree in business, public administration, or any other related field preferred.
- High School Diploma or GED Equivalent required.
- Any combination of education and experience may be substituted, so long as it provides the desired skills, knowledge, and abilities to perform the essential functions of the job.

### **Compensation:**

The Club offers a competitive compensation package with a base salary, membership benefits, and flexible work schedule. This is an hourly position requiring hours of work that extend beyond the traditional work hours, including evenings, holidays, and weekends that meet the demands of the seasonal nature of this position. Please submit resume, salary requirements, and whether you are applying for full or part-time work to [manager@waukeshagunclub.org](mailto:manager@waukeshagunclub.org)

#### *DISCLAIMER*

*This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the job.*