

**Association General Manager  
American Recreation Club (ARC)  
Full-time (Minimum 40 hours per week)/ \$31,200 annually**

The American Recreation Club (ARC) is seeking a highly motivated, energetic, hard-working person to work as the Association General Manager. This is a full-time position offering a monthly salary paid on the 15th and last business day of the month respectively. It is a Minimum 40 hours per week to oversee and guide the general operation of the American Recreation Club. ARC operates a variety of facilities and provides a number of services for the benefit of U.S. government employees and their eligible family members and other association members. These facilities and services include a summer camp program, swimming pool, tennis courts, fitness facility, two restaurants, a preschool, and a charity program.

**MINIMAL QUALIFICATIONS**

- Two or more years experience managing a similar organization. i.e. a small employee association or nonprofit organization.
- Understanding of the U.S. Mission and US Expat community.
- Understanding of generally accepted accounting principles and how to interpret Financial Balance Sheets and Income Statements.
- Two or more years of higher learning from any American or internationally accredited institution.
- Fluency in English with excellent writing and effective communication skills.

**PREFERRED QUALIFICATIONS**

- Eligible Family Members of US Diplomats, Member of Household of an Embassy Manila direct-hire American, US Expatriates who are former US Veterans, or US Expatriates with a valid US Passport are preferred.

**OFFICIAL DUTIES & RESPONSIBILITIES**

- Act as primary liaison to the association Board. Work with the committees and Board to further the plans and goals of the association. Schedule Board meetings. Prepare Board Meeting agendas, and ensure that board members are presented with decision-ready materials at meetings including monthly financial and activities reports. Capture action items resulting from board and member requests and monitor status and report progress until the issues are closed.
- Oversee the day-to-day operations of the ARC office including managing the association employees. Direct the implementation of policies, operating procedures, and activities approved by the Board. Evaluate employee performance at least annually. Make recommendations for salary increases and/or promotions as warranted. Participate in hiring new Association employees as necessary. Terminate employees as directed by the Board.
- Monitor the association's compliance with its charter, bylaws, 6FAM500, license agreement, and local laws and regulations. Maintain a calendar with reporting requirements and deadlines and review it regularly with the Board. Advise Board members of any issues of noncompliance or risk.
- Oversee the preparation of operational and financial reports according to guidelines provided by Office of Commissary and Recreation Affairs for board approval. Ensure that annual budgets are prepared and submitted to the Board for approval. Oversee the annual independent audit.
- Monitor the status of all contract agreements entered into by ARC. Ensure that contractors are in compliance and assist with enforcement and renewal actions as required. Ensure that all C&R guidelines are followed, including solicitation of at least three bids before selecting a vendor.
- Develop and effectively implement an internal control system that ensures the security, safety, and reliability of all ARC assets (real and intangible). Schedule and/or conduct spot inspections of all ARC facilities and activities including regular checks on cash, inventory, kitchen and gym operations, as well as random examination of the concessionaire's accounts. Coordinate with medical officer to ensure that regular health and safety inspection are performed at Association facilities. Inform Board of results of inspections and suggest corrective action if necessary.
- Other duties as assigned.

All candidates meeting the minimal qualifications are welcome and will be considered.

**To Apply:** Interested candidates for this position can submit resume to: [DeLauderMA2@state.gov](mailto:DeLauderMA2@state.gov).

Closing date for this position is: **March 18, 2013**