# GENERAL MANAGER SEARCH

Overlee Community Association

6030 Langston Blvd | Arlington, VA 22205

ARMSTRONG CONSULTING
UNIQUE TO YOUR CHALLENGES



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| POOLS | FOUNDED | FAMILY MEMBERSHIPS | POSITION |

## ABOUT THE CLUB

Overlee is a premier private swim club in Northern Virginia. Members and their guests have access to 4 pools, clubhouse, and grounds for recreational swimming, beach volleyball, and social events. The facility holds a 25-meter competition lap pool with a diving well, a baby pool, a social pool, and a heated 25-meter lap pool.

Beyond the water, the grounds include a volleyball court, picnic area, grills, table tennis, and foosball. The clubhouse offers rentals and minimal year-round programming. A 15-member volunteer Board of Directors supplies governance and leadership with the expectation that the General Manager and staff provide an optimal member experience.





## THE ROLE

Overlee is looking for a General Manager to run the club year-round. You will lead a seasonal team, keep four pools safe and spotless, and partner with a volunteer Board. **Start date: Early 2027.** This is a year-round position: approximately 50 hours a week in season and about 30 hours a week off-season.

## KEY RESPONSIBILITIES

- Hire, train, schedule, and supervise seasonal staff: assistant managers, lifeguards, desk attendants, snack bar attendants, and lesson instructors.
- Run pool operations: safety compliance, chemical balance, cleanliness and equipment upkeep.
- Coordinate year-round maintenance of the clubhouse, bathhouse, pump rooms, grounds and on-site housing.
- Work with the Board and its committees. Attend monthly Board meetings and deliver operational reports.
- Administer clubhouse and conference room rentals.
- Own financial accountability for daily cash at the front desk and snack bar.
- Build a culture of safety, hospitality, and community engagement.

## QUALIFICATIONS

- Prior pool management or recreation facility operations experience required. Property management is a plus.
- Current Red Cross Lifeguarding certification and Pool Operator's License.
- Strong leadership, organizational and interpersonal skills with seasonal teams.
- Able to partner with a volunteer Board and communicate clearly with members.

## EDUCATION AND BACKGROUND

Flexible. Aquatics, recreation management, or facilities operations experience is valued. A proven track record in pool operations and staff supervision matters most.

## COMPENSATION AND BENEFITS

### Housing Included

A three-**bedroom townhouse on property** serves as residence for the General Manager and family. The residence, which is located within the Tuckahoe-Swanson-Yorktown public school district pyramid offering highly rated schools. The salary range below reflects the inclusion of housing within total compensation. The General Manager is expected to live on property at the start of employment. Other housing arrangements may be discussed with the Board over time, and salary would adjust.

- Salary with townhouse: **$82,000 – $92,000**, based on experience.
- Healthcare stipend and reimbursement for professional training.

- Annual discretionary bonus of **$5,000 – $7,000**, based on successful season performance.
- Flexible PTO in the offseason. In-season hours are full-time and require availability during pool operations.
- Staff apparel provided. Use of club facilities included.





**To apply, send your resume and cover letter to Brian Armstrong, CCM**

brian@barmstrongconsulting.com | or apply online at barmstrongconsulting.com