

POSITION DESCRIPTION: Chief Operating Officer

REPORTS TO: Chair, Oaklake Trails Naturist Park or Officer in order of succession.

QUALIFICATIONS:

- Demonstrated experience in the ownership and growth of a small business.
- Documented progressive management of people and process in providing service to the general public
- Documented experience in a business setting reporting to a board of directors with committee work as a part of the overall management of the business.
- Strong communication skills with an ability to effectively interact with corporate officers, Board of Directors, stockholders, members, visitors and guests.
- Experience in dealing with outside forces, especially neighboring communities and the media in general.
- Ability to effectively recruit, interview, hire, train and evaluate office staff, grounds/maintenance, and park contractors, maximizing resources and minimizing conflict. This is accomplished in coordination with the Chair and Committee chairpersons.
- Ability to maintain a professional and friendly attitude in situations involving park operations.
- Knowledge and full support of OLT's Mission/Vision statement and the principles of social and family nudism.

Preference given to candidates with:

- 3+ years experience in social nudism including membership/knowledge of AANR.
- Associate or Bachelors degree in business, finance or hospitality.

COMPENSATION STATUS: Exempt

JOB DESCRIPTION AND DUTIES

Items in bold are by direction of the Oaklake Trails Naturist Park, Inc. Bylaws:

- 1. Supervise and control all the business and affairs of the Corporation not reserved for the BOD.**
 - a. Oversee maintenance of park facilities and amenities including the wells, water lines, swimming pools, hot tub and clubhouse, cottages/cabins, trails, access points and storage/maintenance buildings to protect the investment of the stockholders and to control expenses.
 - b. Provide and maintain an environment within the Park for the enjoyment of social and family nude recreation for members and visitors.
 - c. Assist members as needed regarding turnover of lot leases, etc.
 - d. Supervise all staff and volunteers to ensure park admission rules are followed without discrimination with respect to marital status, age, gender or sexual orientation. This will be done in coordination with the Chair and other Board Committee Chairpersons.
 - e. Maintain a presence in the park to act as a buffer between the members and the offices/BOD, with an emphasis on resolving day to day issues and concerns.
 - f. Assist in developing operational policy and procedure manuals for all operational aspects of the park. Conduct annual reviews of all employees.

- g. Oversee the annual renewal and improvement of insurance coverages and potential premium savings.
 - h. Maintain confidentiality of all member information.
 - i. Monitor grievances and complaints to ensure each member is afforded the opportunity to enjoy the Park as governed by Park Rules and guidelines as well as principles of AANR.
 - j. Utilize the membership committee for all serious grievances or issues with significant violation of Park Rules.
- 2. Maintain monthly ledger of all income and expenses in an agreed format and shall submit the same to the Financial Officer monthly.**
 - 3. Ensure that the Corporation is in compliance with all applicable Federal, State, and Local statutes, rules, and regulations.**
 - 4. Attend all meetings of the BOD and of the Stockholders.**
 - a. Assist in coordinating regularly scheduled committee meetings with the chairperson of each board directed committee.
 - 5. Sign any contracts which the BOD has specifically and expressly authorized.**
 - 6. Recruit and interview all potential employees, bringing recommendations for hiring to the BOD for final approval.**
 - a. Build a team of hospitality experts for provision of office, facility and service management. This will include a strong focus on marketing, membership development and retention driven by superior services, activities and grounds/facility maintenance.
 - 7. Oversee the performance of employees and make recommendations to the BOD regarding the salaries of employees of Oaklake Trails, Inc.**
 - a. Keep job descriptions updated with current responsibilities and effectively evaluate team members to those job description responsibilities.
 - b. Conduct an annual review of every employee.
 - 8. Deposit all funds in the name of the Corporation in such bank or banks, as may be designated by the BOD.**
 - 9. Make reports as requested by the BOD, such as membership data, income sources, and other data driven information at any meeting of the Stockholders or BOD.**
 - a. Provide regular data points to the Board on membership growth and retention. Seek member's assistance in retention efforts.
 - 10. Sign all receipts and vouchers for payments made to the Corporation.**
 - 11. Keep a full and accurate account of all the moneys received and shall, at all reasonable times, exhibit his/her books and accounts to any Director of the Corporation during business hours.**
 - a. Oversee the financial management and Fund development of day to day operations, to assist the Financial Officer in making sure there is adequate funding for short term funding and long term goals.
 - 12. Whenever required by the BOD, give bond in such and with such sureties as required by the Board for the faithful performance of his/her duties.**
 - 13. Other duties as assigned.**