



# Club Careers

**To:** CMAA Members

**From:** Career Services Department

**Re:** Career Opportunities in Orlando

As part of the CMAA Career Services Center at the 90th World Conference on Club Management and Club Business Expo in Orlando, FL, members will be able to take advantage of the job posting boards. You may post any position – from general manager to internships – on the job boards at the on-site Career Services Center located within the highly-trafficked Member Services Pavilion. This service is free of charge.

If you are interested in posting a position for your club, please complete the form on the back of this memo and bring it with you to Conference and drop it off at the CMAA Career Services Center.

Another avenue for finding entry-level employees and interns at Conference is through the Career Opportunities and Mentoring Showcase at the Orlando World Conference Center on Thursday, February 9, from 1:00 p.m. to 3:00 p.m. This job fair and networking forum is designed for club managers and CMAA student members to network and discuss prospective employment. Networking tables will be available for managers and students to conduct interviews. Last year, 300 students and 60 clubs from around the world were present to discuss internships, employment opportunities and mentoring.

Registration for clubs is not required but is highly encouraged. Sign up online at <http://www.cmaa.org/clubcareers/ShowcaseApplication.aspx>.

If you have any questions regarding either of these services, please feel free to contact Karen Woodie, Director, Membership Administration, at (703) 739-9500 or [karen.woodie@cmma.org](mailto:karen.woodie@cmma.org).



**CLUB  
MANAGERS  
ASSOCIATION  
OF AMERICA**

# At-Conference CMAA Career Services Career Opportunities Posting Application

Position Available  Full-Time  General Manager/COO  Internship:  
 Part-Time  Manager  Summer  
 Summer Only  Assistant Manager  Semester  
 Internship  Internship (title): \_\_\_\_\_  Year-round  
 Other  Other: \_\_\_\_\_

Club Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/ZIP \_\_\_\_\_ Phone \_\_\_\_\_

Age of Club \_\_\_\_\_ Number of Members \_\_\_\_\_ Gross Dollar Volume \$ \_\_\_\_\_

Annual Food Sales \$ \_\_\_\_\_ Annual Beverage Sales \$ \_\_\_\_\_ Annual Dues Volume \$ \_\_\_\_\_

Golf Facilities \_\_\_\_\_ Number of Holes \_\_\_\_\_

Tennis Facilities \_\_\_\_\_  Indoor  Outdoor  Lighted

Swimming Facilities \_\_\_\_\_ Other Facilities \_\_\_\_\_

Dining Facilities \_\_\_\_\_

Short Description of Club/Special Features \_\_\_\_\_

Club Open \_\_\_\_\_ Days per Week Club Open \_\_\_\_\_ Months per Year

Job Description \_\_\_\_\_

Experience or Background Required \_\_\_\_\_

Educational Requirements (if any) \_\_\_\_\_

Date Position Available \_\_\_\_\_ Salary \$ \_\_\_\_\_

Benefits \_\_\_\_\_

Housing Provided (Internships Only)  Yes  No

Name of Person Placing Advertisement \_\_\_\_\_

Will a Club Representative Attend Conference?  Yes  No

If so, Contact Information (i.e., cell phone) \_\_\_\_\_

Address to Mail Résumés after Conference (if different from above) \_\_\_\_\_

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