

The Villages Duplicate Bridge Club is seeking a qualified person to assume the duties of the Club Manager position. This person will work under the direction of the Club's Board of Directors. The duties of this person include maintaining communication with the ACBL and The Villages Recreation Department on various matters including game sanctions; special events, venue permits, and others. Also responsible for ensuring that state and federal reporting requirements are met in a timely manner. They must also maintain constant communication with the various club department heads and staff to ensure the successful completion of their duties. Familiarization with basic computer programs such as excel and word and online communication are required. Experience with the ACBL program or management of duplicate bridge games is not required. The applicant must be well organized and structured.

A complete description of the duties and responsibilities can be found on our website.

Those interested in applying can send applications to Paul Matheson, Search Committee Chair, at mathudon@msn.com or any Board member. Applications must be received by November 1, 2022.