THE BOULEVARD CLUB

EST. 1905

Position: Assistant General Manager
Facility: The Boulevard Club
Location: Toronto, Ontario
Close Date: September 29th, 2025

The Boulevard Club is seeking a dynamic and experienced Assistant General Manager (AGM) to join our leadership team. Reporting to the General Manager, the AGM will play a pivotal role in ensuring the seamless day-to-day operation of the Club. AGM oversees operations and provides leadership of Food & Beverage (Casual Dining, Fine Dining, Banquets, Kitchen) & Housekeeping with an objective of delivering quality services to the Membership and guests of the Club.

More about the Club & Downtown Location:

For over a century, The Boulevard Club has built a reputation around time honoured traditions, exemplary service, and unrivalled athletics programs for all ages and abilities, including tennis, badminton, water sports, fitness, swimming, basketball, pickleball, and more.

The unique private club experience includes a full-service marina, a variety of dining options, a picturesque setting for wedding and events, as well as golf, skiing, and reciprocal club privileges around the world. A Lake Ontario landmark with a storied history, The Boulevard Club is a waterfront oasis in the city. The Club is the only lakefront multi sport recreation and social club in westside of downtown Toronto. Minutes from the CNE & Billy Bishop Airport.

The Club recently was awarded the “Club of the Year” for 2025 by the Club Management Association of Canada. It is also listed as a certified “Great Place to Work”.

CMAC
Club Management Association of Canada

Key Responsibilities: The Boulevard Club seeks a visible leader with a presence in addition to being a strong communicator who collaborates with the team around them.

Member Engagement

• Act as the first point of contact for member comments and feedback.
• Ensure a positive and enjoyable experience for members and guests.

Financial Oversight

• Preparing multiple departmental budgets and monitor expenditures.
• Prepares financial and statistical program reports concerning programs/events, costs, participant numbers, equipment and facility use in the areas of responsibility.

Staff Management

• Supervise and support staff with training, guidance, and performance management.
• Conduct scheduling, monitor activities, and take disciplinary actions as necessary.

Operational Leadership

• Ensures compliance with all standards and conventions of municipal, provincial and federal health & safety regulations as they apply to the supervised departments.
• Contribute to the club's vision and strategy, ensuring collaboration across departments.
• Oversee multiple departments and ensure smooth operations.

Facility Management

• Inspect Club facilities and services for compliance with health, safety, and licensing regulations.
• Supervise maintenance activities, including renovations and supply management.

Administrative Duties

• Prepare written and verbal reports on organizational activities.
• Coordinate front-office activities and resolve operational challenges.
• Manage invoices and other administrative tasks as required.

Qualifications

• Degree or Diploma in Hospitality, Business Management or related field or equivalent work experience
• Minimum of 3 years of senior leadership and management experience, preferably in the hospitality, fitness, or private club industry. Has or plans to work towards a Certified Club Manager designation.
• Strong financial acumen with experience in budget preparation and expense management. Experience with Capital projects is an asset.

Compensation

Base salary range of $150,000-175,000 annually, subject to experience plus bonus, and benefits including professional development, staff meals, free parking and association dues.

How to Apply

Interested candidates are invited to submit their resume and cover letter by September 29, 2025. Applications made by going to our dedicated webpage www.fgclubsolutions.ca/tbc can be sent to Lead Recruiter with FG Club Solutions Jason Clarke, CCM at Clarke_je@yahoo.com We thank all applicants for their interest; however, only those selected for an interview will be contacted.