



## **Grayslake Community Park District**

Golf Manager

### **Job Description:**

#### **Summary:**

Under the direction of the Superintendent of Recreation, the Golf Manager is responsible for the daily golf operations including managing and tracking play, protecting and controlling assets, hiring, training and supervising golf staff, creating and managing tournaments, leagues and lessons. Managing concession and merchandise sales, public relations for the course, and providing other professional services to ensure an exceptional golf experience. The Golf Manager is responsible for performing the essential functions as outlined in this job description. This role is a seasonal part-time position from March to December.

#### **Responsibilities:**

- Must be at least 21 years of age.
- Supervise and manage the total golf operations in a professional and efficient manner.
- Provide excellent customer service, professional advice and assistance to all patrons.
- Control and manage play; ensure guest check-in and fee collection in coordination with the cashiers.
- Develop, plan, supervise and administer golf leagues, lessons and tournaments so that they run successfully and are interesting and rewarding for the participants.
- Develop and maintain a comprehensive lesson program that encompasses all ages and abilities.
- Hire, train supervise and evaluate part time / seasonal clubhouse staff and volunteers.
- Responsible for the development and monitoring of the golf course budget.
- Prepare daily deposit reports for all revenue.
- Prepare monthly reports, statistics and evaluations.
- Monitors and tracks employees' payroll information and time cards.
- Make recommendations to the Superintendent of Recreation regarding purchase of equipment or facility enhancements.
- Works with the marketing coordinator in coordinating marketing efforts including flyers, social media ads and stories, press releases and other public information materials to create the best awareness of the course.
- Responsible for coordinating the accurate completion of all program information for the seasonal program guides.
- Develop and maintain good working relationships among staff and volunteers.
- Attends and participates in Park District staff meetings.
- Perform all job tasks within the rules and guidelines of the District's Safety Manual.
- Perform related duties as assigned.

**Additional Duties and Responsibilities**

- Assist at the cashier's desk, answer phones when needed.
- Assist when needed in the maintenance of the course / facility.

**Physical Demands**

- Must be able to sit and stand for a long period of time.
- Must be able to lift up to 25 pounds.
- Ability to handle mental stress in order to cope with deadlines.
- Frequent sitting, standing, reaching, walking, handling, stooping, and feeling.
- Occasional climbing, kneeling, balancing, crouching, and crawling.

**Qualifications:**

- Experience: A minimum of two years of successful experience as a golf professional or golf instructor at a recognized golf course or teaching facility with some supervisory and management experience in a golf pro shop or facility. GolfNow G1 software experience is a plus.
- Education: A bachelor's Degree in Park and Recreation Management or a closely related field or a combination of education and experience working in a related management position. A combination of skills, knowledge and proven abilities may substitute for college education.
- Skills: Must have good writing, grammar, and general computer skills and be able to present his /herself professionally when working with staff and community.
- Certifications: Must be at least 21 years of age and obtain the Beverage Alcohol Sellers and Servers Education and Training (Basset) certification through the Illinois Liquor Control Commission. Must obtain the Lake County Health Department Food Service and Sanitation Certificate. Individuals in this position must obtain First Aid, CPR and AED certifications.
- Competencies: The ability to learn new skills and be able to work independently and to work with others.
- Must pass a background check
- A valid Driver's License is required.

**Schedule:**

- Must be available from March 1 through December 1
- Varied schedule Monday through Sunday pending tournaments and outings

**Pay Rate:**

\$18 - \$21 per hour

**Application Deadline:**

Open until filled

**To Apply:**

Download an application at [www.glpd.com/job-opportunities/](http://www.glpd.com/job-opportunities/)

**Questions:**

Contact Superintendent of Recreation Shelly Regnier at [sregnier@glpd.com](mailto:sregnier@glpd.com) or call (847) 223-7529