CITY OF CHARLEVOIX

Title: Club House Manager **FLSA:** Exempt
STATUS: Seasonal

Department: Golf

Reports To: Director of Golf & Grounds

Date: January 13, 2011

Position Purpose and Objectives

Under the supervision of the director, this position involves the management of the City of Charlevoix Golf Club and Club House facilities.

Essential Job Functions

- Manage golf shop as a profit center, performing/maintaining.
  - Merchandising, inventory control, and stock room maintenance
  - Monthly activity records
  - Daily, monthly, and yearly revenue and expense reports
  - Food and beverage sales
- Train and manage employees.
  - Recruit, motivate, and train employees
  - Train and coordinate starters and rangers and other volunteers
  - Ensure proper communication among staff
  - Coordinate cleaning of all areas of the Club House
- Enforce all City of Charlevoix golf course policies.
- Develop and conduct tournaments, clinics, and various golf events.

Knowledge, Skills and Abilities Required

- Comprehensive knowledge of the game of golf.
- Excellent management and supervisory skills.
- Working familiarity with the computers and computer software used at the Club House (MS Word, Excel, etc.).
- Positive attitude.
- Excellent interpersonal and public relations skills.
- Patience working with people of all ages and abilities.
- Flexibility regarding work hours.
- Ability to project a courteous and positive public image of the City of Charlevoix.

The information contained in this position description is intended to describe the general content and requirements for successful performance of the job. It is not an exhaustive list of duties, responsibilities or requirements. Additional duties and requirements may be assigned at the sole discretion of the City. Hence, the job description does not constitute an employment agreement between the employer and employee and is subject to change by the employers as the needs of the employer and requirements of the job change. The position is an at-will position.

City Council Approval: 02/07/11