



WMGC Clubhouse Manager
Williston Parks & Recreation District
Status: Seasonal
Starting Salary Range: \$15-\$20/hr.

- Negotiable based on education and experience
 - Adjustments are determined annually by the Executive Director of Parks and Recreation
- Supervisor: TBD**

ESSENTIAL JOB DUTIES

- Responsible for directing the overall maintenance and day-to-day operations of the Williston Municipal Golf Course (WMGC) club house.
- Provide leadership, train, assign, direct, supervise and evaluate assigned club house part-time personnel
- Responsible for working closely with the Golf Course Superintendent overseeing the entire operation related to golf course maintenance, including employee supervision, project management and staff training.
- Assists Executive Director & Golf Course Superintendent with annual golf maintenance budgets, capital improvement plans and administers the budget for the golf course club house.
- Responsible for developing new and innovative ways to grow memberships at WMGC.

The following statements are intended to describe the general nature and level of work to be performed by the individual within this classification. They are not to be considered an exhaustive or all-inclusive listing of the position's duties and tasks, as they may change or be adjusted, as situations require.

JOB DUTIES/TASKS

- Assure that all standard operating procedures for revenue and cost control are in place and consistently utilized.
- Attend and participate in Golf Course Committee meetings. Assist with the agendas for the meetings
- Manages staffing needs of the Clubhouse.
- Assigns tasks and projects to assigned employees, records workers' time, schedules, and attendance.
- Inspects to ensure that all safety, sanitation, energy management, preventative maintenance, and other standards are consistently met.
- Assists golf course superintendent in planning and implementing procedures for special club events.
- Greets guests and oversees actual service on a routine, random basis.
- Addresses member and guest complaints in a timely, and professional manner.
- Maintains appearance, upkeep, and cleanliness inside and outside of the facility.
- Other duties will include equipment management, inventory controls, maintaining cost controls, and facility security.
- Approves all product invoices before submitting to the finance department
- Work well with the Golf Course Superintendent to ensure success for the golfers and the overall operations of the course
- Hire all part-time golf course personnel with assistance from the Golf Course Superintendent.
- Maintain the operations of the driving range & relay any maintenance issues to the Golf Course Superintendent.
- Support and enforce all policies, safety regulations and guidelines, established by the Executive Director or Safety Committee.
- Other duties as assigned by Executive Director and/or Golf Course Superintendent.

KNOWLEDGE, SKILLS and ABILITIES NEEDED FOR POSITION

- Must possess leadership abilities, and high personal professional values.
- Ability to plan, organize, and implement programs and events.
- Must be computer literate.
- Must be a team player and willing to fill in where needed.
- Ability to interact positively with supervisor, management, co-workers, members, and the public to promote a team effort and maintain a positive and professional approach.
- Ability to seek out new and innovative ways to meet, and respond to, the needs and demands of an ever-changing, diverse membership.



GUIDELINES

- Include the Park District Policies and Procedures. These guidelines are generally clear and specific, but may require some interpretation in application

MINIMUM QUALIFICATIONS

- Sufficient experience to understand the basic principles relevant to the major duties of the position.
- Current CPR Certification, or able to obtain within 6 months.
- Willing to work weeknights and weekends as needed.
- Ability to work with limited supervision.
- Ability to lift a minimum of 30 pounds or heavier lifting with other employees.
- Ability to effectively communicate verbally and in writing.
- Knowledge of operational policies, procedures, accepted standards and methods of the parks and recreation field.
- Possession of or ability to obtain (within 30 days) a valid driver's license issued by the State of North Dakota for the type of vehicles or equipment operated.
- Have essential physical and mental capabilities in the following: Interpersonal skills, memory, attention to detail, follow directions, comprehension, calculating, reading, writing, speaking, evaluating, mathematics, organizing and innovation

OTHER DUTIES

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.